EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 2-01

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-012	07/01/2016 To 06/30/2019 Base Option Period Number 2	Mobile Source Fees Tracking

Contractor: SRA International, Inc.

Specify Section and paragraph of Contract SOW: D & E

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2018 To 06/30/2019

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

SFO (*Max 2*): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 07/01/2016 To 06/30/2019		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Lynn Sohacki (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4851 FAX Number:
Project Officer Name: Greg Piotrowski (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4493 FAX Number: 734-214-4053
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Michael D. Kreacic (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2104 FAX Number:

Work Assignment WA 2-01

PERFORMANCE WORK STAEMENT

Title:	Mobile Source Fees Tracking
Contractor and Contract Number:	SRA: EP-C-16-012
Work Assignment Number:	WA 2-01
WA COR:	Lynn Sohacki 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4851 Fax: 734-214-4869 Email: sohacki.lynn@epa.gov
Alternate WA COR:	Christine Mikolajczyk 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4403 Fax: 734-214-4869 Email: Mikolajczyk.christine@epa.gov
CL COR:	Greg Piotrowski 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4493 Fax: 734-214-4869 Email: piotrowski.greg@epa.gov

I. BACKGROUND

In order to ensure that certification fees for mobile source engines and vehicles are properly accounted for and that government service (i.e. certification) is not rendered until these fees are paid, EPA requires that a tracking system be maintained and operated for such fees. Contractors previously developed that tracking system and engaged in the tracking of fee payments. The fees tracking program and process is housed in EPA. EPA requires back up for entering fee payments, assistance in preparing reports that using the data in the fees database, and, for the fees system, maintenance and updating.

II. CONTRACT LEVEL PERFORMANCE WORK STATEMENT

The tasks to be performed under this work assignment are consistent with the work authorized in sections D and E of the contract's performance work statement.

III. TASKS

Reference the contract sections regarding the treatment of confidential business information (EPAAR 1552.235.71) (April 1984) and regarding access to confidential business information (EPAAR 1552.235-80) (Oct. 2000). If confidential information is accessed, the contractor shall protect from unauthorized disclosure all confidential information handled in the performance of this project in accordance with EPA policy and procedures relating to confidential information. The contractor shall maintain security and confidentiality of all EPA data, software, and code.

The automotive industry includes information on fee filing forms that may be considered to be CBI. The contractor and subcontractors under this work assignment (WA) require access to the fee filing forms. All of this data and information must be kept confidential and secure by the contractor.

The contractor and any subcontractors working on this WA shall sign the EPA confidentiality agreement before beginning work. EPA will limit all access to confidential information on a need-to-know basis. EPA defines all Agency information as sensitive. Even if the WA COR decides that no confidential information will be accessed on this WA, the contractor shall ensure that all Agency information is safeguarded during the performance of this project in accordance with EPA information security policy and procedures. The contractor shall notify the WA COR of any employee who has left the project. This notification is necessary so that the WA COR can cancel the employee's access to all data sets related to this project. Failure to do so may be regarded as a breach of EPA security if the WA COR is not notified by the last day of employee's service.

Task 1: Work Assignment Progress Report

The contractor shall deliver monthly WA status reports which shall track the progress on each of

the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. Any changes to the report format will be communicated via written technical direction from the WA COR.

Task 2: Fees Tracking System Changes/Maintenance

EPA has a fees-tracking process and system which is located on an EPA server in Ann Arbor, MI. For this Work Assignment, the contractor shall, upon receipt of written technical direction issued by the WA COR, maintain and/or update the fees tracking system. When changes need to be implemented to the fees system, the WA COR and the contractor shall coordinate with other EPA contractors. All data and deliverables are the property of EPA. The contractor shall perform the following:

- Prepare system updates within 3 weeks of receipt of the WA COR's written technical direction
- Work with EPA's server contractor to implement the changes
- Implement repairs to the system to address problems that prevent tracking of fees. The repairs should be implemented within one week of the WA COR's written technical direction.
- Work with EPA's Server Contractor to implement the repairs
- Document all deployed program changes to the tracking system in the Verify repository.

Task 3: Certification Fees Tracking

The contractor shall provide support to EPA staff. This shall be done by accessing EPA's server via a secure means. Upon receipt of the WA COR's written technical direction the contractor shall:

- Enter payments into the system, verify the payments, generate e-mail receipts, or other fee tracking responsibilities as instructed within 2 business days.
- Generate reports and analyses about fee payments.
- Update as appropriate the documentation of the fees system as system updates are made. Such documentation shall be sufficient to enable EPA staff and others to understand the changes to the system.
- Assist and support any fees tracking audit activities. The support activities include fees annual audit reporting, recommending and implementing new fees tracking processes or procedures, verifying payments and reduced fees, etc. The contractor shall work with the WA COR on any of these activities.
- The contractor shall provide personnel who will remain on site at the Ann Arbor, EPA Lab to perform this task.

Task 4: Data Entry

Background: EPA conducts in-use testing in Ann Arbor on approximately 150 vehicles per year. Before vehicles are tested, appropriate vehicle information is currently entered by EPA into Verify. The vehicle is then tested by EPA and the test data is automatically entered by the lab into Verify for that vehicle. Once the test data has been entered, the appropriate emission

standards must be entered manually into Verify and "pass" or "fail" checked after each test. For each vehicle the contractor shall:

- Enter appropriate emission standards for the in-use tests into Verify and indicate whether the test is a "pass" or "fail." The WA COR will provide the specific vehicle information, standards and a "pass/fail" designation for each vehicle. The contractor shall save copies of the entries to facilitate recordkeeping and to make any necessary changes.
- Upon receipt of written technical directive from the WA COR, be responsible for entering vehicle information into Verify.
- Upon receipt of written technical directive from the WA COR, enter data into Verify or any other record keeping system as directed by the WA COR
- Provide personnel who will remain on site at the Ann Arbor, EPA Lab to perform this task.

PROJECT REPORTING

Monthly Status Report

The contractor shall provide monthly status reports in accordance with Monthly Progress Reports Clause. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of the Work Assignment Period of Performance Status Report

At the end of the work assignment period of performance, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

DELIVERY SCHEDULE AND MILESTONES

The contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work assignment progress report	Monthly
2	Development of fees system changes	Within 3 weeks of the WA COR's written technical direction
2	Implement fees system change and store changes in the Verify repository	Within four weeks of the WA COR's written technical direction
2	Develop maintenance for the fees tracking system	Within 3 days of the WA CORs written technical direction
2	Implement maintenance of the fees tracking system	Within one week of the WA CORs written technical direction
3	Ad hoc data exercises and report generation	Within one week of the WA COR's written technical direction
3	Develop lump-sum payment process	Within 16 weeks of the WA COR's written technical direction
3	Enter fees payment information into the database as per WA COR's technical direction	Within 2 days of the WA COR's written technical direction
3, 4	Provide personnel at EPA for performing task 3 and 4	Continuously
4	Enter test data into Verify	Within 2 days of receiving standards and an indication that the vehicle tests are complete
4	Enter vehicle data into Verify	Within 2 days of vehicle information
4	Enter information into database	Within 2 days of being given complete instructions and information

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WA COR and CL COR

The following applies to all tasks under this effort unless otherwise specified by the WA COR during the performance of that task.

The contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.
The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WA COR.

Inspection and Acceptance Criteria
The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WA COR.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 2-02

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-012	07/01/2016 To 06/30/2019 Base Option Period Number 2	Trends

Contractor: SRA International, Inc.

Specify Section and paragraph of Contract SOW:

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2018 To 06/30/2019

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

SFO (*Max 2*): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 07/01/2016 To 06/30/2019		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Aaron Hula (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4267 FAX Number:
Project Officer Name: Greg Piotrowski (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4493 FAX Number: 734-214-4053
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Michael D. Kreacic (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2104 FAX Number:

Work Assignment WA 2-02 **Amendment 1**

Performance Work Statement

Title:	Development and Support of 2018 and 2019 CO_2 and Fuel Economy Trends Database and Reports – 02/26/2019
Contractor and Contract Number:	EP-C-16-012
Work Assignment Number:	WA 2-02 Amendment 1
Period of Performance:	Issuance through 6-30-19
Work Assignment Contracting Officer's Representative (WA COR):	Aaron Hula 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4267 Fax: 734-214-4958 Email: hula.aaron@epa.gov
Alternate Work Assignment COR:	Amy Bunker 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4160 Fax: 734-214-4958 Email: bunker.amy@epa.gov
Contract Level COR (CL COR):	Greg Piotrowski 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4493 Fax: 734-214-4053 Email: piotrowski.gregory@epa.gov

BACKGROUND

The Light-Duty Automotive Technology and Fuel Economy Trends Report has been published by the EPA Office of Transportation and Air Quality (OTAQ) nearly every year since 1975. It is the most authoritative source of new U.S. personal vehicle CO_2 and fuel economy data—there is no independent alternative—and is widely used by a broad range of stakeholders, including independent analysts, industry, environmental groups, congressional staffers, and reporters.

The Greenhouse Gas Manufacturer Performance Report has been published by the EPA Office of Transportation and Air Quality (OTAQ) for the last 4 years. It is the authoritative source for manufacturer's compliance status and performance under EPA's light duty greenhouse gas (GHG) standards. Beginning in 2018, the Light-Duty Automotive Technology and Fuel Economy Trends Report and the Greenhouse Gas Manufacturer Performance Report will be merged into one report, hereafter referred to as the Fuel Economy and GHG Trends Report.

EPA is seeking contractor assistance in performing data analysis, creating publication ready charts and figures, and creating webpages for the 2018 Fuel Economy and GHG Trends report. This report is expected to be published in late 2018. After the publication of the 2018 report, the contractor shall update the Fuel Economy Trends and GHG database to include updated data for the 2019 Fuel Economy Trends and GHG report. The raw data upon which the Fuel Economy and GHG Trends Report is based comes directly from OTAQ's vehicle compliance information system and EV-CIS database. OTAQ staff will extract the data and provide the data to the contractor. The contractor shall update the database for the CO_2 and Fuel Economy Trends Report so that it can serve as the basis for the 2019 CO_2 and Fuel Economy Trends Report. The contractor is also expected to maintain and update documentation on the work necessary to support the database and report.

This amendment is being submitted to request contractor assistance in performing data analysis in response to public inquiries and internal inquiries for the balance of the option period, to begin developing processes to directly calculate GHG compliance values from EV-CIS data and create subsequent analysis, and to begin developing a new Qlik application for interactive online data presentation and analysis.

CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this Work Assignment are consistent with the work authorized in sections A, B, and D of the contract statement of work.

TASKS

The development work shall be done with an integrated team that includes EPA, the contractor staff and other EPA contractors. Background information and required data will be provided by the EPA staff. The contractor shall notify the WA COR in writing immediately of any issues requiring EPA management decisions. The WA COR shall issue all technical direction in writing by using fax, EPA email, transmittal letters, or by signing acceptance of contractor

prepared minutes of meetings or teleconferences. The contractor shall not accept technical direction unless it is in writing from the WA COR or Alternate WA COR.

All delivered material shall be reviewed by the WA COR and other designated staff. The contractor and the WA COR shall agree on the turnaround time both for the review by EPA and revisions by the contractor to accommodate the review. The contractor shall factor in these times in all proposed schedules.

The contractor shall comply with applicable agency standards, policies and guidelines during the performance of this task. All database development tools including database management systems, file management systems, and commercial software applications shall be compatible with the EPA's central and OTAQ's local production environment.

The contractor shall participate in project status meetings for review of project activities and progress.

Security requirements for this project will be determined by the EPA WA COR. Reference the contract section regarding the treatment of confidential business information (EPAAR 1552.235.71) (April 1984) and the contract section regarding access to confidential business information (EPAAR 1552.235-80) (Oct. 2000). If confidential information is accessed, the contractor shall protect from unauthorized disclosure all confidential information handled in the performance of this project in accordance with EPA policy and procedures relating to confidential information. The contractor shall maintain security and confidentiality of all EPA data, software, and code.

EV-CIS contains information provided by the automotive industry to EPA. Some of the data and information provided may be considered CBI of the automotive manufacturers regulated by EPA. The contractor and subcontractors under this work assignment (WA) may from time-to-time require incidental access to some of the EV-CIS data which may be CBI. All of this data and information must be kept confidential and secure by the contractor.

The contractor and any subcontractors working on this WA must sign the EPA confidentiality agreement. EPA shall limit all access to confidential EV-CIS information on a need-to-know basis. EPA defines all Agency information as sensitive. Even if the WA COR decides that no confidential information will be accessed on this WA, the contractor must ensure that all Agency information is safeguarded during the performance of this project in accordance with EPA information security policy and procedures. The contractor shall notify the WA COR of any employee who has left the project. This notification is necessary so that the WA COR can cancel the employee's access to all data sets related to this project. Failure to do so may be regarded as a breach of EPA security if the WA COR is not notified by the last day of employee's service.

Task 1 - Meet with EPA

The contractor shall conduct a kick-off meeting with the WA COR and other EPA staff to identify technical data changes or complications for the 2018 report and 2019 data update. Meetings between the contractor and EPA will continue monthly, or more frequently if approved via written technical direction from the WA COR.

All meetings will be conducted by teleconference, unless specified via written technical direction from the WA COR.

Task 2 - Develop Quality Assurance Project Plan

The Contractor shall provide a quality assurance project plan (QAPP) that describes the quality assurance and quality control processes used in support of the tasks that measure conditions or analyze existing data (i.e., Task 4). Guidance can be found at *EPA Requirements for QAPPs*: http://www.epa.gov/quality/qs-docs/r5-final.pdf and *QAPP for use of existing data:* http://www.epa.gov/quality/qs-docs/found-data-qapp-rqts.pdf . A draft QAPP is due within two weeks of WP approval; EPA will review the draft QAPP and provide comments back within two weeks of receipt of draft. The final QAPP is due within 2 weeks of receipt of EPA comments.

Task 3 - Work Assignment Progress Reports

The contractor shall deliver monthly status reports which should track the progress on each of the tasks under this work assignment. The report shall include the following information: task and subtask name, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, work on hold status, and any extra information from the WA COR.

Task 4 - Update, Maintain, and Analyze the Fuel Economy and GHG Trends Database

The contractor shall update, maintain, and deliver a copy of the Fuel Economy and GHG Trends database and programming code. For the 2018 Fuel Economy and GHG Trends report, the contractor shall ensure that all final MY 2017 GHG and CAFE data, and all final MY 2018 label data that is necessary to create the Fuel Economy and Trends report is included and up to date. For the 2019 Fuel Economy and GHG Reports, the contractor shall ensure that the database is updated to include all data available prior to the end of the option period.

Considerable guidance regarding the Fuel Economy and GHG Trends database is documented in the Light-Duty Automotive Technology and CO_2 and Fuel Economy Trend Report Process Document. The contractor shall utilize the revised Light-Duty Automotive Technology and CO_2 and Fuel Economy Trend Report Process Document, the previous Light-Duty Automotive Technology and Fuel Economy Trends Report and Greenhouse Gas Manufacturer Performance Reports, and the existing database to update and finalize the Fuel Economy and GHG Trends database for 2018 (and 2019 updates). The data analysis and evaluation requirements defined in the Light-Duty Automotive Technology and CO_2 and Fuel Economy Trend Report Process Document are required for all updates to the database. The contractor shall, for each update, evaluate the data provided by EPA and identify and document any errors using the processes defined in the revised Light-Duty Automotive Technology and CO_2 and Fuel Economy Trend and GHG Report Process Document. All errors shall be communicated to the WA COR, and corrected after receiving written technical direction from the WA COR.

The contractor shall manage the Fuel Economy and GHG Trends database by updating the vehicle attributes and technologies being tracked in the database. Some attributes will always be of interest such as weight, horsepower, projected 0-60 time, interior volume, etc. Other attributes have become important over time such as the need to add vehicle "footprint" on which the joint EPA and National Highway Traffic Safety Administration (NHTSA) greenhouse gas and CAFE standards are based. Technology innovation in the auto industry is an ongoing process with obsolete technologies being replaced by new technologies (recent examples of new technologies include hybrid vehicles and cylinder deactivation systems). Several new data fields will be required beginning in 2018 to include the data required for the Greenhouse Gas Manufacturer Performance Reports. The contractor shall include new attributes and technologies as directed by the WA COR, via written technical direction. The contractor shall research the required data, if required, and enter it into the database. Changes shall only be made after WA COR approval, via written technical direction.

The contractor shall use only software approved by the WA COR via written technical direction.

The contractor shall update the database with final MY 2017 GHG and CAFE data and final MY 2018 label data, following all requirements in the revised Light-Duty Automotive Technology and CO_2 and Fuel Economy Trend Report Process Document. This update to the database will be used to generate the 2018 Trends report and webpages (Tasks 5 and 6). As a part of this update, the contractor shall:

1. The contractor shall add the final MY 2017 GHG data to the trends database, then process and evaluate the data per EPA requirements in the Light-Duty Automotive Technology and CO_2 and Fuel Economy Trend Report Process Document.

2. The contractor shall add the final MY 2018 label data to the trends database, then and process and evaluate the data per EPA requirements in the Light-Duty Automotive Technology and CO_2 and Fuel Economy Trend Report Process Document.

3. The contractor shall edit and process any other data that EPA provides or the EPA requests the contractor to research and prepare to add it to the database. For 2018, this will include data necessary to support analysis previously from the Greenhouse Gas Manufacturer Performance Report.

4. The contractor shall establish the final version of the Fuel Economy and GHG Trends database incorporating all EPA comments.

5. The final report database shall be delivered to EPA. The contractor shall assist implementation and testing the final database on EPA server and network, if necessary. The format of database and data shall be determined by the WA COR via written technical direction.

After the completion of the 2018 Fuel Economy and GHG Report, the contractor shall repeat steps 1-5 above, as data is available and provided by the WA COR via written technical direction, to begin preparation for the 2019 report. This will require the MY 2018 final CAFE and GHG data and the MY 2019 label data.

The database and code shall be delivered to the WA COR twice over the course of this work assignment, once with the completion of the 2018 Fuel Economy and GHG Trends report and once at the end of the WA period. The contractor shall provide the WA COR with a copy of the final database used to create of the 2018 Fuel Economy and GHG Trends report when the report is finalized. In addition, the contractor will supply an updated version of the database that contains all data provided or requested by the WA COR at the end of the WA period to prepare for the 2019 Fuel Economy and GHG Trends report. The contractor shall provide EPA either access to the working database or EPA shall be supplied with a copy of the database by request, by the WA COR via written technical direction.

All data and the deliverables shall belong to EPA. The contractor shall deliver a copy of any and all updated database files, software developments, and software code used to compile the report by 6/30/2019. Any transfer of CBI data between the WA COR and the contractor shall be done by secure means, such as encrypted email. The contractor shall not share CBI data with anyone other than the WA COR without written approval from the WA COR.

Task 5 – Support and Assist the Development of the Fuel Economy and GHG Trends Report

The contractor shall prepare all tables, charts, and graphs needed for the report, working closely with OTAQ staff to identify the specific tables, charts, and graphs. Upon written technical direction from the WA COR, the contractor shall assist in developing the text for the report.

The contractor shall also support EPA staff on database analyses. OTAQ staff and managers will need to use the CO_2 and fuel economy trends database to answer questions that, in some cases, will go beyond the specific tables that will be published in the 2018 CO_2 and Fuel Economy Trends Report.

The following is a list of deliverables related to this task:

1. The contractor shall deliver all tables, graphs, and charts, generated from the database and required for the 2018 Fuel Economy and GHG Trends Report. Although the 2017 Light-Duty Automotive Technology and Fuel Economy Trends Report and the 2017 Greenhouse Gas Manufacturer Performance Report shall be guides for the tables, graphs, and charts, the WA COR may request new tables, graphs, and charts to highlight different technologies or data, via written technical direction.

2. The contractor shall answer technical questions from EPA staff that requires analysis of the 2018 Fuel Economy and GHG Trends database in two weeks or less.

3. The contractor shall prepare appendixes for the Fuel Economy and GHG Trends Report that include tables, data and the language that is currently in the appendices updated to reflect the most current data. The contractors shall use the 2017 Light-Duty Automotive Technology and Fuel Economy Trends Report and the 2017 Greenhouse Gas Manufacturer Performance Report as guides of the appendices to prepare and shall also rely on written technical direction from the WA COR when new tables or appendices are needed.

4. The contractor shall format figures and tables as requested by the WA COR via written technical direction.

5. The contractor shall identify the appropriate data required from the EV-CIS database, and shall perform the necessary calculations required to replicate EPA's light-duty GHG compliance calculations. The contractor shall develop calculations for the standard, and performance for each manufacturer (some additional credit data such as off-cycle credit data and A/C credit data will continue to be provided by EPA outside of EV-CIS). These calculations shall be verified with model year 2017 data and the contractor shall then apply the calculations to 2018 data. This shall include developing the additional R code required to generate the tables, charts, and graphs published in the last edition of the Trends report from the EV-CIS data directly.

6. The contractor shall provide data analysis as requested to enable EPA to respond to both public and internal inquiries. The EPA Trends Team usually responds to 2-3 substantial data requests per month (more immediately after the report release, less later).

Task 6 – Maintain and the Fuel Economy and GHG Trend Report Process Document

The contractor shall work with EPA staff to update a revised Fuel Economy and GHG Trend Report Process Document to provide a complete documentation of the work necessary to support the database and report including: data schema, tools and processes for generating the report graphs, and system configuration. The report shall also document the list of data resources other than EV-CIS data.

The updated report shall also contain all the necessary information needed to troubleshoot and repair common problems, update data and maintain the database.

The contractor shall update the Fuel Economy and GHG Trend Report Process Document as changes are made to the data or analysis process. An updated and complete process document shall be provided to EPA with the completion of the 2018 Fuel Economy and GHG Trends report.

The following is a list of deliverables:

1. The contractor shall deliver the draft Fuel Economy and GHG Trend Report Process Document to the WA COR electronically. A final report, addressing any comments from EPA, shall be delivered by the date listed below.

2. After the delivery of the 2018 database, the contractor shall recommend to the WA COR any software or process upgrades that are needed to continue supporting the project. The contractor shall schedule and implement these changes after receiving written technical direction from the WA COR.

Task 7 – Development of Communications Documents, Website Support, and Development of a Publicly Accessible Database

The contractor shall work with EPA to develop and support documents and analysis that supports the public rollout and ongoing communications of the 2018 Fuel Economy and GHG Trends Report. This includes developing web content for the report, supporting communications documents, supporting additional reports that EPA may choose to develop, or support to make the CO_2 and Fuel Economy Trends database available to the public.

The following is a list of deliverables:

1. The contractor shall provide EPA options for expanded interactive web content that allows web users to explore the Trends data in more detail than currently available online. If the WA COR, via written technical direction, decides to implement one of the options provided by the contractor, the contractor shall deliver the data in a suitable format, and shall develop webpages and tools necessary to support the implementation of these new webpages.

2. The contractor shall provide a demonstration to EPA of the web content and preliminary database.

3. The contractor shall develop an interactive Qlik sense web application based on compliance data. The app shall show, at a minimum, manufacturer performance and standards for each year of the GHG program (2012-present), and current credit balances.

DELIVERY SCHEDULE

The contractor shall provide deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Due Date
1	Hold kick off meeting with WA COR and other EPA staff	No later than 7/29/2018
2	Draft QAPP	2 weeks after Kick-off meeting
2	Final QAPP	2 weeks after receipt of EPA comments on draft
3	Provide work assignment progress reports	Monthly
4	Finalize MY 2018 label data, add to database	Due by 7/31/2018
4	Finalize MY 2017 GHG /CAFE data, add to database	Due by 7/31/2018
4	Research and prepare any external data	Due by 7/31/2018
5	Deliver drafts of all tables, graphs, and charts needed for the 2018 Fuel Economy and GHG Trends Report	Due by 8/31/2018
7	Deliver expanded web content options	Due by 8/15/2018
5	Deliver final versions of all tables, graphs, and charts needed for the 2018 Fuel Economy and GHG Trends Report	Due by 9/31/2018

5	Deliver all appendixes for the Fuel Economy and GHG Trends Report	Due by 9/31/2018
6	Deliver the final 2018 Fuel Economy and GHG Trends Report Process Document	Due by 12/31/2018
6	Deliver the final 2018 database and final R code used to prepare the 2018 Trends report	Due by 12/31/2018
6	Provide EPA with an outline of proposed database, software, and/or code maintenance work	Due by 12/31/2018
4	Clean and evaluate MY 2019 label data, add to database	Due by 4/30/2019
4	Clean and evaluate MY 2018 GHG/CAFE data, add to database	Due by 5/31/2019
4	Research and prepare any external data	Due by 5/31/2019
4	Deliver the draft database and R code used to prepare the 2019 Trends report	Due by 6/30/2019
4	Deliver the 2019 draft Fuel Economy and GHG Trend Report Process Document	Due by 6/30/2019
5	Develop calculations to determine GHG compliance values	Due by 6/30/2019
7	Design Qlik app for compliance data	Due by 6/30/2019
5	Perform data analysis for public/EPA inquiries	At technical direction of the WA COR

DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WA COR and CL COR.

The following applies to all tasks under this effort unless otherwise specified by the WA COR during performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format (HTML, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WA COR.

Inspection and Acceptance Criteria

The WA COR shall review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables shall be performed by the WA COR.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 2-04

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-012	07/01/2016 To 06/30/2019 Base Option Period Number 2	DEQ and DRIVER

Contractor: SRA International, Inc.

Specify Section and paragraph of Contract SOW: sections D

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2018 To 06/30/2019

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

SFO (*Max 2*): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 07/01/2016 To 06/30/2019		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Jeffra Rockwell (Signature) (Date)		Branch/Mail Code: Phone Number: 734-214-4401 FAX Number:
Project Officer Name: Greg Piotrowski (Signature) (Date)		Branch/Mail Code: Phone Number: 734-214-4493 FAX Number: 734-214-4053
Other Agency Official Name: (Signature) (Date)		Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Michael D. Kreacic (Signature) (Date)		Branch/Mail Code: Phone Number: 513-487-2104 FAX Number:

5/24/18

PERFORMANCE WORK STATEMENT

Title:	DEQ and DRIVER (Diesel Emission Quantifier and Database for Reporting Innovative Vehicle Emissions Reductions)
Contractor:	CSRA
Contract Number:	EP-C-16-012
Work Assignment Number:	WA 2-04
Period of Performance	July 1, 2018 - June 30, 2019
WA COR:	Jeffra Rockwell Transportation and Climate Division 734-214-4401 rockwell.jeffra@epa.gov
Alt WA COR:	Jason Wilcox Transportation and Climate Division 202-343-9571 wilcox.jason@epa.gov
CL COR:	Greg Piotrowski Compliance Division 734-214-4493 piotrowski.greg@epa.gov

I. BACKGROUND

Reducing air pollution from mobile sources is one of EPA's primary goals. In order to quantify, track and report on efforts towards this goal, several sophisticated, yet easy-to-use tools were needed.

A. DEQ (diesel emission reduction estimator)

In 2006, EPA tasked CSRA (then PQA and more recently SRA) with creating a web-based Diesel Emission Quantifier (DEQ) for estimating diesel emission baselines, reductions and related health benefits for heavy-duty fleets that employ clean diesel technologies and strategies.

In 2016, EPA tasked CSRA with undertaking the first comprehensive assessment and update of the DEQ since its introduction - evaluating and revising algorithms, running and idling emission factors, emission reduction factors for clean diesel technologies and strategies, useful and remaining lives, and other inputs. In addition, sources for all data and algorithms were identified and documented. This update effort continues and now includes a focus on improving functionality and interfaces.

B. DRIVER (database of Clean Diesel projects, DERA funding and emission savings)
As part of the *Energy Policy Act of 2005*, Congress authorized the *Diesel Emission Reduction Act* (DERA) for fiscal years 2007 through 2011. Congress began annual appropriations to fund DERA in 2008. As part of the *American Recovery and Reinvestment Act of 2009* (ARRA), EPA received $300M to be spent under the DERA program guidelines. DERA was re-authorized for fiscal years 2012 through 2016 in January 2011 and new funding mechanisms, such as rebates, were allowed. EPA also began offering grants specifically to Ports and Tribal nations.

DERA legislation required EPA to submit biennial reports to Congress evaluating the DERA program and providing specific information about applications, grants, rebates, estimated and actual air quality benefits, cost effectiveness, etc. ARRA (2009) added the requirement that reporting use a database that can exchange information with other EPA systems. In 2010, *Diesel Emission Analysis & Performance Assessment Resource* (DEAPER*)* was quickly created by EPA's *Working Capital Fund* (WCF) staff using an earlier FileMaker database that had tracked pilot clean diesel projects and funding.

Initially DEAPER, now call DRIVER, tracked only 'Projects' funded by DERA grants. It was enhanced around 2011 to track grant 'Applications' and then around 2012 to track 'Rebates' as well. At some point the ability (though clunky) to import *Diesel Emission Quantifier* (DEQ) results was added. DRIVER currently has nothing designed specifically to track state allocations.

DRIVER users are all internal to EPA (with the exception of EPA Contractors). They are located at EPA Headquarters (split between Washington DC and Ann Arbor, MI) and in 10 Regional EPA offices across the country. There are roughly 15-25 users and they may change from year to year. Data entry and reporting tend to follow the annual grant and rebate cycles, so users enter data and/or report about once a year.

C. For more background information
Diesel Emissions Quantifier https://www.epa.gov/cleandiesel/diesel-emissions-quantifier-deq
DERA program & funding https://www.epa.gov/cleandiesel/learn-about-clean-diesel
National & Ports Grants https://www.epa.gov/cleandiesel/clean-diesel-national-grants
Tribal Grants https://www.epa.gov/cleandiesel/clean-diesel-tribal-grants
Rebates https://www.epa.gov/cleandiesel/clean-diesel-rebates
State Grants/Allocations https://www.epa.gov/cleandiesel/clean-diesel-state-allocations
Reports to Congress https://www.epa.gov/cleandiesel/clean-diesel-reports-congress

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections D of the contract's statement of work.

III. TASKS

A. Task 1: Provide Project Management

1. The Contractor shall participate in meetings, bi-weekly or as requested by the WA COR in writing.

2. The Contractor shall provide draft meeting notes and shall submit the notes to the WA COR for review and comments **within 3 business days of the meeting**.

B. Task 2: Provide User Support for DEQ and DRIVER

1. The Contractor shall resolve and respond to DEQ and DRIVER questions and problems sent to the Contractor by WA COR via written technical direction or by users such as:
   a) setting up and/or accessing user accounts
   b) input fields that do not allow desired data entry or selections
   c) output results that seem incorrect or inconsistent
   d) work-arounds for unique situations

2. The Contractor shall implement a process for handling DEQ questions from EPA and public users as follows:
   a) establish a DEQhelp email box
   b) monitor inbox and retrieve messages **at least twice a day, morning and afternoon**
   c) forward to WA COR emails requiring EPA expertise or official response and acknowledge receipt of these inquiries **within 4 hours**
   d) log DEQ inquiries received **within 1 business day**
   e) provide clear, accurate, and appropriate responses to inquiries; bcc to WA COR and alt WA COR **within 1 business day**
   f) follow up on open questions; notify WA COR if not resolved **within 3 business days**
   g) generate monthly report with details of inquiries, such as topic, user organization, and other information as requested by WA COR in writing
   h) create draft responses to inquiries and send to WA COR for approval if requested
   i) create templates for common DEQ inquiries and send to WA COR for approval
   j) create SOPs for responding to inquiries and send to WA COR for approval
   k) notify WA COR if the volume of inquiries exceeds 15 per month

3. The Contractor shall implement a process for handling DRIVER questions as follows:
   a) forward to WA COR emails requiring EPA expertise or official response and acknowledge receipt of these inquiries **within 4 hours**
   b) log DRIVER inquiries received **within 1 business day**
   c) provide clear, accurate, and appropriate responses to inquiries; bcc to WA COR and alt WA COR **within 1 business day**
   d) follow up on open questions; notify WA COR if not resolved **within 3 business days**
   e) generate monthly report with details of inquiries, such as topic, EPA office, and other information as requested by WA COR via written technical direction.

4. The Contractor shall create new and update existing DEQ and DRIVER webpages with new or revised text or documents as requested by the WA COR via written technical direction.

5. The Contractor shall provide DEQ and DRIVER user training as requested by the WA COR via written technical direction.

C. Task 3: DEQ - Investigate, Analyze and Implement Updates to DEQ's Data and Algorithms, and Enhance DEQ's Functionality and Usability

1. The Contractor shall, as requested by the WA COR via written technical direction, investigate and analyze options for updating and enhancing the DEQ, providing the pros and cons of each option and how it would be implemented. These modifications include:
   a. Criteria pollutant & CO2 emission factors for alternative fuels
   b. NOx adjustment factors for onroad engines
   c. Estimating emissions for hybrids and gensets within DEQ
   d. Updating and maintaining DRIVER and other support as requested by the WA COR

   Other modifications, such as those below, may be requested via written technical direction by the WA COR.
   e. Idling emission factors for nonroad, locomotive and marine engines
   f. Activity defaults for locomotive and marine engines
   g. Emission factors for remanufactured locomotive and marine engines

2. The Contractor shall, with the WA COR's approval via written technical direction , implement the selected modifications.

3. The Contractor shall test all changes prior to notifying the WA COR that the changes are ready for review, making sure the DEQ is functioning as designed, data and algorithms are correct, and accurate emission estimates are generated. The WA COR will review and accept changes, via written technical direction , prior to posting to the public server.

4. Contractor shall document all changes.

D. Task 4: DRIVER - Analyze DRIVER, Propose Options for Improving and/or Replacing All or Part of DRIVER, and Implement Improvements

1. The Contractor shall analyze DRIVER to understand how it works, including from the user's perspective, and determine which where there are concerns. The Contractor shall also identify and consider the technical requirements of the system including interfaces with other systems, number of users, server hosting, data backups, etc.

2. The Contractor shall, as requested by the WA COR via written technical direction, submit options for improving and/or replacing DRIVER data input, organization and reporting functions along with the pros and cons of each option. These improvements include:
   a. Adding ability for EPA to change default values and entries in dropdown menus.
   b. Condensing input screens to a single screen.
   c. Deleting unused tables, such as Organizations, Contacts and Public Content

d. Removing the 'conversion' of Applicants to Projects.
e. Addressing issues of non-unique fiscal years names such as 0910 and 2009.
f. Providing for the creation of reports that are accurate, complete and consistent. The reporting function should allow, among other things,
    1) combination of Grant, Rebate, State and Vehicle data, as desired
    2) tracking of applicants
    3) separation of emission reductions at time of award and at project completion
    4) improved handling of field with multiple entries such as sectors, upgrades, states
    5) standard reports with simple way to change sorting criteria such as FY, funding type, region or state, sector, and technology as defined by the WA COR in writing
    6) exception reports showing changes to funding amounts, cancellations, etc
    7) easily created ad hoc reports
g. Updating and maintaining DRIVER and other support as requested by the WA COR via written technical direction such as
    1) Producing one-off reports (such as mismatches between IGMS and DRIVER)
    2) Manually syncing IGMS data with DRIVER data

3. The Contractor shall incorporate the following considerations:
    a. The use of best practices in the design and development of data collection, organization and reporting whenever possible and cost-effective.
    b. A simple, cost-effective solution for data collection, organization and reporting. The quantity of data is small and reporting requirements are straightforward
    c. Clear, intuitive interfaces for data input and reporting that have a uniform look and feel, single login, and do not require a lot of training.
    d. Maintain all existing DRIVER functionality during the conversion and migration to the new system until the WA COR confirms that the old system is no longer needed.
    e. Maintain all existing DRIVER data in the new DRIVER system with the exception of data that the WA COR specifically identifies for deletion via written technical direction.

4. The Contractor shall, with the WA COR's approval via written technical direction, implement the selected modifications. The Contractor shall submit the sequencing and schedule of tasks and a roadmap for meeting all requirements for migrating these improvements to DRIVER.

    The Contractor shall test all changes to DRIVER prior to notifying the WA COR that the changes are ready for review. The WA COR will review and accept changes, via written technical direction, prior to posting to the production server. The Contractor shall work with EPA's National Computer Center (NCC) to implement all changes approved by the WA COR via written technical direction.

5. The Contractor shall document all changes.

E. Task 5: Automated Interfaces between DEQ and DRIVER

1. The Contractor shall assist in creating DEQ results reports that are 1) printable, 2) exportable to DRIVER, and 3) include all DEQ inputs and outputs.

2. The Contractor shall establish a method for providing common field names for DEQ and DRIVER and, as requested by the WA COR via written technical direction, other interfaced items.

3. The Contractor shall propose options for automating the interface between DEQ and DRIVER. The Contractor shall propose options for other automated interfaces, such IGMS with DRIVER, Fleet Description with DEQ or Rebate documents with DRIVER as requested by the WA COR via written technical direction.

4. The Contractor shall, with the WA COR's approval via written technical direction , implement the selected interface options. The Contractor shall submit the sequencing and schedule of tasks and a roadmap for meeting all requirements for implementing these interfaces.

5. The Contractor shall test all interfaces prior to notifying the WA COR that the changes are ready for review. The WA COR will review and accept changes, via written technical direction, prior to implementation. The Contractor shall work with EPA's National Computer Center (NCC) to implement all changes that have been approved by the WA COR.

6. The Contractor shall document all work.

IV. DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1a	**Participate in Meetings**	Bi-weekly or as determined by WA COR
1b	**Provide Draft Meeting Notes**	Within 3 business days of meetings
1c	**Provide Monthly Status Reports**	By 20th of following month
2	**Provide Support to DEQ & DRIVER Users**	As agreed to by WA COR and Contractor
3	**Modifications to DEQ**	As agreed to by WA COR and Contractor
4	**Modifications to DRIVER**	As agreed to by WA COR and Contractor
5	**Integration of DEQ & DRIVER**	As agreed to by WA COR and Contractor

VI. DISTRIBUTION AND FORMAT OF DELIVERABLES

The Contractor shall deliver status reports and meeting notes to the WA COR in electronic format with a Letter/Email of Transmittal. The WA COR will review deliverables for technical content, completeness, and clarity.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 2-07

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-012	07/01/2016 To 06/30/2019 Base Option Period Number 2	Support for TPEM

Contractor: SRA International, Inc.

Specify Section and paragraph of Contract SOW: C & D

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2018 To 06/30/2019

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

SFO (*Max 2*): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 07/01/2016 To 06/30/2019		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Nydia Reyes-Morales (Signature) (Date)	Branch/Mail Code: Phone Number: 202-343-9264 FAX Number:
Project Officer Name: Greg Piotrowski (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4493 FAX Number: 734-214-4053
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Michael D. Kreacic (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2104 FAX Number:

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 2-15

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-012	07/01/2016 To 06/30/2020 Base X Option Period Number	

Contractor: SRA International, Inc.

Specify Section and paragraph of Contract SOW:

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2018 To 06/30/2019

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

SFO (*Max 2*): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee	LOE
Contract Period: 07/01/2016 To 06/30/2020		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Christine Mikolajczyk (Signature) (Date)	Branch/Mail Code:	
	Phone Number: 734-214-4403	
	FAX Number:	
Project Officer Name: Jeffery Franklin (Signature) (Date)	Branch/Mail Code:	
	Phone Number: 734-214-4123	
	FAX Number:	
Other Agency Official Name (Signature) (Date)	Branch/Mail Code:	
	Phone Number:	
	FAX Number:	
Contracting Official Name: Michael Gilham (Signature) (Date)	Branch/Mail Code:	
	Phone Number: 202-564-6090	
	FAX Number:	

EP-C-16-012 - Work Assignment 2-15

PERFORMANCE WORK STATEMENT

Title:	**Green Racing Communications and Outreach**
Contractor & Contract Number:	**CSRA International**
Work Assignment Number:	**2-15**
Work Assignment COR:	Christine Mikolajczyk USEPA, CD 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4403 Fax: 734-214-4053 Email: mikolajczyk.christine@epa.gov
Alternate Work Assignment COR:	Lynn Sohacki USEPA, CD 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4851 Email: sohacki.lynn@epa.gov
Contract level COR:	Greg Piotrowski USEPA, CD 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4493 Fax: 734-214-4869 Email:piotrowski.greg@epa.gov
Period of Performance:	Initiation to June 30, 2019

I. BACKGROUND

The Environmental Protection Agency (EPA), the Department of Energy (DOE) and SAE International have entered into a voluntary partnership to promote green racing. The impetus behind Green Racing originated within the EPA, and subsequently developed into a joint effort that includes Argonne National Laboratories along with the DOE, vehicle original equipment

manufacturers, automotive suppliers, motor sports sanctioning bodies, motor sports associations, and racing vehicle developers.

The goal of the green racing initiative is to use motor sport competition to help rapidly develop cleaner, more fuel-efficient vehicle propulsion technology and systems that will eventually be used in consumer vehicles. This in turn will foster new technology development for reduced greenhouse gases, reduced exhaust pollutants, and increased fuel economy.

The first product of the green racing partnership was a set of protocols that can be adapted to many racing series. The protocols promote the development of energy efficient technologies, the reduction of greenhouse gases and auto emissions and also encourage the use of renewable fuels and regenerative energy powertrains (hybrids). As part of the racing series, the three organizations provide national awards and recognition to the auto companies that build race cars that go the farthest and the fastest with the smallest environmental footprint and the lowest petroleum consumption. The International Motorsports Association (IMSA) and the WeatherTech race series are the first and only racing series to incorporate the green racing Challenge elements identified in the green racing protocols. WeatherTech conducts 12 road races per year throughout the United States and Canada featuring four classes of sports cars in each. At the end of the season at the final race, the Petit Le Mans race, EPA, DOE, and SAE will present two Green Challenge awards. One of the awards will go to the Green Challenge Championship winner of the Prototype class, and one of the awards will go to the Green Challenge Championship winner of the GT class.

Historically, there has been a strong correlation between the racing industry and the development of innovative vehicle technology which transfers to production vehicles. This correlation of race track to road continues. Typically, the racing industry promotes the development of rapid vehicle technology that competitors need to keep winning which eventually results in innovations in vehicle safety, durability, performance, tire technology, fuel economy, reduced emissions, etc. The speed at which technology development occurs in racing is usually much faster than in normal manufacturer product development. Racing also provides the ideal proving ground to assure that technological improvements will be durable under the most demanding conditions thereby facilitating the transfer of this technology to production vehicles.

EPA developed a communications/outreach strategy which included the development and production of a flash-based interact press kit for 2015 as well as various interviews and Green Racing displays. CD also developed, coordinated, and displayed at the Environmentally Friendly Vehicle Conference, The SAE World Congress, and in cooperation with EPA Region IV, Green Expos at the last four Championship race in Atlanta. In addition, CD provided support to DOE for the introduction of the Green racing Simulator. The simulator, targeting students as well as the general public, is a hands-on video tool which simulates a hybrid race car on the track resulting in a green score at the end of the race. The Green Expos along with the Simulator provide a primary means of reaching millions of fans and raising public awareness of vehicle technologies and alternative fuels that improve fuel economy and help reduce greenhouse gas emissions. This venue delivers the message that "green" can be exciting.

The purpose of this work assignment is to continue to compliment the outreach plan initiatives and activities with an emphasis on creating an increased public awareness of alternative fuels and technologies. Many of these technologies that are introduced thru the Green racing program are, or will be available in production vehicles. This work assignment includes developing promotional materials with an educational focus. These materials will continue to attract the public to the Green Racing Simulator and Green Racing booth in general. Materials may include such items as roll-up banners and/or posters which would include information on alternative fuels and technologies, a revision of the Green Racing Brochure, enhancements to the Green racing web site such as integrating the Press Kit and interviews into the web, mobile applications, social media, e-book or scholastic book for younger readers, etc. EPA's initiatives will involve coordination with DOE, SAE and IMSA, as well as other stakeholders and other Race Series.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections C and D of the Performance Work Statement.

II. TASKS

Task 1: Work Assignment Progress Report

The Contractor shall deliver monthly status reports which will track the progress on each of the tasks under this work assignment. The report shall include information such as: task and subtasks names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and any work on hold status. The WAM will notify the contractor regarding any changes to the report format via written technical direction.

The contractor shall meet with the WAM and other stakeholders or project team members weekly or bi-weekly as necessary to report the project progress as well as to discuss any issues.

Task 2: Revision of Green Racing Communications and Outreach Plan

The Contractor shall revise the Green Racing Communication and Outreach Plan for 2017 to include the remainder of this year's initiative so that this plan may continue to be used as a template for future race year events. The plan shall include such components as target audiences, key messages, distribution channels, and incorporate public information, media communications, event opportunities, stakeholder coordination, educational initiatives, etc. The contractor shall work with the WACOR stakeholders as necessary, to revise the plan; deliver a draft plan for review; and obtain WACOR approval for and deliver the final plan.

Task 3: Development of Green Racings Public, Media, and Stakeholder Materials

The Contractor shall work with the WACOR to design and develop and in some cases produce various information displays and public outreach materials including technical roll-up banners and posters, a brochure, video clips, press kit, etc. The Contractor shall provide event planning support, providing presentation materials for conferences, developing press packages releases and media opportunities, educational initiatives, web site enhancement, etc.

Task 4: Web Site Development

The Contractor shall provide design and development support for the Green Racing Web site in Drupal.

Task 5: Racing Event Follow-Up

The Contractor shall provide post-event support which may include follow-up and/or debrief meetings with the WACOR, and EPA Green Racing staff, and other stakeholders. The Contractor shall provide a follow-up report with recommendations for future events.

IV. DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the approved work plan as noted below:

Task	Milestone/Deliverable	Date
All	Kick-off/Coordination meeting with WAM and other EPA staff and Stakeholders	Meet (via teleconference) with EPA within one week of work plan approval and bi-weekly (or as necessary) thereafter to discuss status & additional tasks.
1	Work assignment progress report	Bi-weekly
2	Prepare draft Communications & Outreach Plan Prepare final Communications & Outreach Plan	Prepare draft within one week of written technical direction from WACOR; incorporate comments and produce final version within two weeks of receipt of comments.
3	Draft a design plan for portable displays, banners, and posters, Develop and deliver event displays and posters	Within 2 weeks of final plan. 2 weeks prior to racing event.

4	Draft site in Drupal for Staging Post Final Site Launch	July 21, 2018 August 8, 2018
5	Event follow-up and recommendations for future events.	Participate in event follow-up meetings. Prepare report within 2 weeks of follow-up meeting with attendees.
	Work Assignment Report & Completion Date	June 30, 2019

V. DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and Government shall be delivered as follows:

- One copy in electronic format to the WACOR and Contract Level COR.

The following applies to all tasks under this effort unless otherwise specified by the WACOR during performance of that task.

The Contractor shall deliver all draft and final reports, briefing materials, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc., as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WACOR.

Inspection and Acceptance Criteria

The WACOR will review deliverables for technical content, completeness, and grammar. Final review and acceptance of all reports, and other deliverables will be performed by the WACOR.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 2-21

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-012	07/01/2016 To 06/30/2019 Base Option Period Number 2	EMTS Operation and Maintenance

Contractor: SRA International, Inc.

Specify Section and paragraph of Contract SOW: C & D

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2018 To 06/30/2019

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee	LOE
Contract Period: 07/01/2016 To 06/30/2019		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Ann Chiu (Signature) (Date)	Branch/Mail Code:	
	Phone Number:	734-214-4544
	FAX Number:	
Project Officer Name: Greg Piotrowski (Signature) (Date)	Branch/Mail Code:	
	Phone Number:	734-214-4493
	FAX Number:	734-214-4053
Other Agency Official Name (Signature) (Date)	Branch/Mail Code:	
	Phone Number:	
	FAX Number:	
Contracting Official Name: Michael D. Kreacic (Signature) (Date)	Branch/Mail Code:	
	Phone Number:	513-487-2104
	FAX Number:	

WA 2-21

PERFORMANCE WORK STATEMENT

Title:	EPA Moderated Transaction System (EMTS) Operations and Maintenance
Contractor and Contract Number:	EP-C-16-012
Work Assignment (WA) Number:	2-21
WA COR:	Ann Chiu 1200 Pennsylvania Ave., NW Washington, DC 20004 Phone: 202-343-9599 Fax: 202-343-2800 Email: chiu.ann@epa.gov
Alternate WA COR:	Pascal Dedjinou 1200 Pennsylvania Ave., NW Washington, DC 20004 Phone: 202-343-9322 Fax: 202-343-2800 Email: Dedjinou.pascal@epa.gov
CL COR:	Greg Piotrowski 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4493 Fax: 734-214-4869 Email: piotrowski.greg@epa.gov

I. BACKGROUND

The Office of Transportation and Air Quality (OTAQ), Compliance Division (CD), Fuels Compliance Centers are responsible for implementation and oversight of the Renewable Fuel Standard (RFS/RFS2), Reformulated Gasoline (RFG), Diesel Sulfur (DSF), Gasoline Sulfur (GSF), and Mobile Source Air Toxics (gasoline benzene) programs under 40 CFR Part 80 and Fuel and Fuel Additive registration and reporting (RP79) under 40 CFR Part 79. The fuel quality requirements complement vehicle and engine emission standards, and together limit pollution from a wide variety of vehicles, engines, and equipment.

EPA's motor vehicle fuel programs protect public health and the environment by improving fuel quality and controlling fuel properties. Clean fuels reduce harmful emissions from a wide variety

of motor vehicles, engines, and equipment.

Current fuel program requirements have dramatically reduced allowable sulfur levels in gasoline and in diesel fuel thereby reducing reactive particulate emissions, and by promoting use of technologies that reduce other regulated emissions. The most recent clean fuel programs establish requirements for renewable fuel use in the United States. Use of renewable fuels can help reduce greenhouse gas emissions and can lessen dependence on imported petroleum. Under the Renewable Fuel Standard program (RFS), renewable identification numbers (RINs) are the basic unit of compliance for generation, trading, and use by regulated parties.

Under section 211 of the Clean Air Act, petroleum refiners and importers must register their products with EPA before those products are offered for sale. Fuel additive manufacturers must also register with EPA prior to sales in the US. EPA uses registration information to identify product emissions that may pose an unreasonable risk to public health. In certain cases, health effects testing is required before a new product can be registered, or for an existing product to maintain its registration. EPA implements product registration requirements under 40 CFR Part 79. After registration, refiners and importers are required to report to EPA under 40 CFR Part 79 on a quarterly and/or annual basis.

In addition, petroleum refiners, fuel importers, fuel exporters, fuel blenders, and renewable fuel producers must register their companies and facilities with EPA under 40 CFR Part 80. Registration requirements are specific to business activities as defined under the 40 CFR Part 80 programs. Companies are also responsible for assigning a "Responsible Corporate Officer" and/or delegated users to register with EPA and obtain accounts to access EPA information systems. Once companies have registered and assigned users, they are able to send EPA new registrations or updates to process. Under 40 CFR Part 80, companies are also required to submit annual, quarterly, and event-based reports.

There have been several applications, databases, and tools created to collect the regulated fuels data and maintain the 40 CFR Part 79 and Part 80 fuels registration data. The purpose of this WA is to maintain and operate the existing EMTS and integrate with all other Fuel program systems and databases. The following is a list of the existing primary systems and databases that support the fuel compliance programs:

- OTAQ DCFuels (data warehouse for uploading fuel compliance data and workspace containing key backend files and connectivity)

- OTAQReg (company, facility, and user registration system)

- EPA Moderated Transaction System (EMTS, a web application and database for tracking RINs).

- Fuel and Fuel Additives Registration System (FFARS or RP79, collects and stores 40 CFR Part 79 reporting information. The Compliance Division posts certain of these data on EPA's website.

- OTAQ Regulatory Intelligence reporting system (also called "Data Analysis Reporting Tool" or DART for sharing fuels program data with program staff and external stakeholders)

- Remote Data Manager (RDM) housed in the DCFuels workspace (a tool that extracts, transforms, and loads any data submitted to EPA regardless of the platform or software used)

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections C and D of the contract performance work statement.

III TASKS

Any development/enhancement of fuel program databases must adhere to data standards detailed in the Data Standards and Environmental Data Registry (EDR) (http://www.epa.gov/edr).

The contractor shall comply with the system security plans and IT systems rules of behavior established by the Agency and implemented by CD during the performance of any task under this WA. The current IT systems rules of behavior is titled "Rules of Behavior for Remote Users of the OTAQ Fuels Reporting System". The current rules of behavior are subject to update at any time. Additionally, EPA may require all users of its information systems to complete additional training (e.g., annual IT security awareness training). The security plans are internal and confidential Agency documents due to their sensitive nature and may not be circulated outside the Agency. The key features of the security plans are that all users (EPA and contractors) must maintain good security practices; must notify the WA COR of any security incidents immediately; must protect passwords, government issued ID cards, and access cards; and must behave in an ethical and trustworthy manner, avoiding any appearance of impropriety. The contractor personnel must receive, review and acknowledge their receipt and review of, and must comply with the general EPA guidance document entitled "Standards of Behavior for the Security of Information Resources". They must also participate in security-related meetings as required by the WA COR in accordance with EPA policy. More information can be found at http://intranet.epa.gov/oei/saiso/Library.html.

The contractor shall complete the following tasks using the deliverable schedules in section V.

The contractor shall coordinate system change timeline with EPA stakeholders, other government organizations, EPA CDX team, National Computer Center (NCC) staff, and other Fuels Program contractors to complete all the tasks.

Task 1: Project Management

The contractor shall have quarterly planning meetings and biweekly WA management meetings with EPA WA COR to report progress, discuss issues, coordinate tasks schedule and set

priorities, and review deliverables. The contractor shall setup an initial kickoff meeting within two weeks of starting this WA to discuss EPA priorities and the contractor proposed work plan on projects, tasks, timeline, and deliverables for the performance period. The contractor shall use Microsoft Word and MS Project to document the kickoff and quarterly planning meeting's discussions.

Task 2: EMTS Operation and Maintenance

The contractor shall perform preventive operational procedures and keep the production EMTS open to users twenty-four hours per day. The contractor shall continue to provide maintenance for the EMTS production system and databases. For any maintenance enhancements and upgrades, the contractor shall apply the agile methodology and follow the full development life cycle process including steps such as development, implementation, deployment, testing, training, and documentation for all the EMTS upgrades. The code shall be written with extensive documentation to facilitate the understanding and intention of the EMTS code. EPA will retain ownership of the code after deployed. The contractor shall deploy and testing the code for production per written technical direction from the WA COR. The contractor shall collect deployment testing results and submit the list of problems and solutions to the WA COR. In addition, the contractor shall update all the EMTS related system and user documents including EMTS operational manuals after each new upgrade. The contractor shall develop a code change methodology for maintaining and documenting all the changes. The contractor shall deliver a complete set of EMTS code with all the documented changes and a complete set of EMTS system operational manual documentation at the end of this WA to the WA COR.

The contractor shall keep a change log file (list of EMTS improvement tasks) documenting all the necessary EMTS changes including future changes and new features and functions. EPA will set priority on the EMTS changes in this change log. The contractor shall update and maintain the EMTS system based on the change log priorities. The contractor shall provide, at minimum, two EMTS updates with additional updates as directed via written technical direction from the WA COR. The contractor shall develop an upgrade plan and schedule based on the change log file. The contractor shall synchronize the change log file with other Fuel program systems and applications. The WA COR will notify, via written technical direction, the contractor on EMTS new requirements, priority, before the contractor starts developing the upgrade plan. The contractor shall obtain WA COR's approval via written technical direction before implementing the upgrade plan.

The contractor shall maintain and operate EMTS with all the latest EPA system patches and changes. The contractor shall keep EMTS in operable status using NCC's application development checklist (ADC) process, EPA exchange node change process, and EPA Cross-Media Electronic Reporting Rule (CROMERR) process. The contractor shall also update EMTS due to NCC database and system hosting changes, CDX integration updates, and EPA security patches.

The contractor shall follow the EPA security requirements for all EMTS application, database and code processes. EPA will retain ownership of software solutions through this work

assignment, including all related documentation, software code or metadata models.

Task 3: OTAQ Fuels Program System User Support

The contractor shall follow the existing Fuels Center Program Support Line process and using the Support Line's Request Tracker to track and resolve all system issues related to Fuel program systems and applications. The contractor shall assist CD Fuel Compliance Centers user with their system needs related, to the applications and tools listed in section I. The contractor shall provide monthly user support request log summary and the request status at the project management meetings.

IV WA REPORTING

End of WA Period Status Report
At the end of the WA period of performance, the contractor shall provide a status report, either as one of the monthly contract invoice reports or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work assignment management meetings and meeting notes	Bi-weekly
1	Kickoff meeting	Two weeks from the WA start date
1	Kickoff meeting notes	1 week after the kickoff meeting
1	Quarterly planning meeting	Quarterly and as needed via written technical direction
1	Quarterly planning meeting notes	Quarterly updates and as needed via written technical direction
2	WA system change log	Quarterly updates and as needed via written technical direction
2	Deliver system and application code with all the documented changes	10 days before the end of this WA
2	System operational manual document	After each upgrade
2	Implement new upgrades at NCC	TBD
3	User support request log summary and request status	monthly

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WA COR

The following applies to all tasks under this effort unless otherwise specified by the WA COR during the performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, SQL, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

Inspection and Acceptance Criteria
The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed a by the WA COR.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 2-22

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-012	07/01/2016 To 06/30/2019 Base Option Period Number 2	DCFuels Operation and Maint

Contractor: SRA International, Inc.

Specify Section and paragraph of Contract SOW:

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2018 To 06/30/2019

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

SFO (*Max 2*): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 07/01/2016 To 06/30/2019		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Pascal Dedjinou (Signature) (Date)	Branch/Mail Code: Phone Number: 202-343-9322 FAX Number:
Project Officer Name: Greg Piotrowski (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4493 FAX Number: 734-214-4053
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Michael D. Kreacic (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2104 FAX Number:

WA 2-22

PERFORMANCE WORK STATEMENT

Title: DCFuels Operation and Maintenance

Contractor and Contract Number: EP-C-16-012

Work Assignment (WA) Number: 2-22

WA COR:

Pascal Dedjinou
1200 Pennsylvania Ave., NW
Washington, DC 20004
Phone: 202-343-9322
Fax: 202-343-2800
Email: Dedjinou.pascal@epa.gov

Alternate WA COR:

Ann Chiu
1200 Pennsylvania Ave., NW
Washington, DC 20004
Phone: 202-343-9599
Fax: 202-343-2800
Email: chiu.ann@epa.gov

CL COR:

Greg Piotrowski
2000 Traverwood Drive
Ann Arbor, MI 48105
Phone: 734-214-4493
Fax: 734-214-4869
Email: piotrowski.greg@epa.gov

I. BACKGROUND

The Office of Transportation and Air Quality (OTAQ), Compliance Division (CD), Fuels Compliance Centers are responsible for implementation and oversight of the Renewable Fuel Standard (RFS/RFS2), Reformulated Gasoline (RFG), Diesel Sulfur (DSF), Gasoline Sulfur (GSF), and Mobile Source Air Toxics (gasoline benzene) programs under 40 CFR Part 80 and Fuel and Fuel Additive registration and reporting (RP79) under 40 CFR Part 79. The fuel quality requirements complement vehicle and engine emission standards, and together limit pollution from a wide variety of vehicles, engines, and equipment.

EPA's motor vehicle fuel programs protect public health and the environment by improving fuel quality and controlling fuel properties. Clean fuels reduce harmful emissions from a wide variety of motor vehicles, engines, and equipment.

Current fuel program requirements have dramatically reduced allowable sulfur levels in gasoline and in diesel fuel thereby reducing reactive particulate emissions, and by promoting use of technologies that reduce other regulated emissions. The most recent clean fuel programs establish requirements for renewable fuel use in the United States. Use of renewable fuels can help reduce greenhouse gas emissions and can lessen dependence on imported petroleum. Under the Renewable Fuel Standard program (RFS), renewable identification numbers (RINs) are the basic unit of compliance for generation, trading, and use by regulated parties.

Under section 211 of the Clean Air Act, petroleum refiners and importers must register their products with EPA before those products are offered for sale. Fuel additive manufacturers must also register with EPA prior to sales in the US. EPA uses registration information to identify product emissions that may pose an unreasonable risk to public health. In certain cases, health effects testing is required before a new product can be registered, or for an existing product to maintain its registration. EPA implements product registration requirements under 40 CFR Part 79. After registration, refiners and importers are required to report to EPA under 40 CFR Part 79 on a quarterly and/or annual basis.

In addition, petroleum refiners, fuel importers, fuel exporters, fuel blenders, and renewable fuel producers must register their companies and facilities with EPA under 40 CFR Part 80. Registration requirements are specific to business activities as defined under the 40 CFR Part 80 programs. Companies are also responsible for assigning a "Responsible Corporate Officer" and/or delegated users to register with EPA and obtain accounts to access EPA information systems. Once companies have registered and assigned users, they are able to send EPA new registrations or updates to process. Under 40 CFR Part 80, companies are also required to submit annual, quarterly, and event-based reports.

There have been several applications, databases, and tools created to collect the regulated fuels data and maintain the 40 CFR Part 79 and Part 80 fuels registration data. The purpose of this WA is to operate DCFuels and integrate with these systems and databases and maintain the existing applications and data. The following is a list of the existing primary systems and databases that support the fuel compliance programs:

- OTAQ DCFuels (data warehouse for uploading fuel compliance data and workspace containing key backend files and connectivity)

- OTAQReg (company, facility, and user registration system)

- EPA Moderated Transaction System (EMTS, a web application and database for tracking RINs).

- Fuel and Fuel Additives Registration System (FFARS or RP79, collects and stores 40 CFR Part 79 reporting information. The Compliance Division posts certain of these data on EPA's website.

- OTAQ Regulatory Intelligence reporting system (also called "Data Analysis Reporting Tool" or DART for sharing fuels program data with program staff and external stakeholders)

- Remote Data Manager (RDM) housed in the DCFuels workspace (a tool that extracts, transforms, and loads any data submitted to EPA regardless of the platform or software used)

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections C and D of the contract performance work statement.

III TASKS

Any development/enhancement of fuel program databases must adhere to data standards detailed in the Data Standards and Environmental Data Registry (EDR) (http://www.epa.gov/edr).

The contractor shall comply with the system security plans and IT systems rules of behavior established by the Agency and implemented by CD during the performance of any task under this WA. The current IT systems rules of behavior is titled "Rules of Behavior for Remote Users of the OTAQ Fuels Reporting System". The current rules of behavior are subject to update at any time. Additionally, EPA may require all users of its information systems to complete additional training (e.g., annual IT security awareness training). The security plans are internal and confidential Agency documents due to their sensitive nature and may not be circulated outside the Agency. The key features of the security plans are that all users (EPA and contractors) must maintain good security practices; must notify the WA COR of any security incidents immediately; must protect passwords, government issued ID cards, and access cards; and must behave in an ethical and trustworthy manner, avoiding any appearance of impropriety. The contractor personnel must receive, review and acknowledge their receipt and review of, and must comply with the general EPA guidance document entitled "Standards of Behavior for the Security of Information Resources". They must also participate in security-related meetings as required by the WA COR in accordance with EPA policy. More information can be found at http://intranet.epa.gov/oei/saiso/Library.html.

The contractor shall comply with agency personal identity verification procedures identified in individual orders that implement Homeland Security Presidential Directives-12 (HSPD-12) (available at http://www.dhs.gov/homeland-security-presidential-directive-12); OMB guidance M-05-24; Federal Information Processing Standards Publication (FIPS PUB) number 201 (available at http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf).

The contractors must sign the "Project Employee Confidentiality Agreement" as required by this WA and must submit to background investigation consistent with Agency policy. The current

form for background investigations is the "Questionnaire for Public Trust Positions" – Office of Personnel Management (OPM) Standard Form 85P. All contractors who handle fuel program systems and EPA business confidential information must satisfactorily fill out this questionnaire, and must submit fingerprint cards and submit to a credit check as required by current EPA policy governing persons with access to business confidential data. The contractor who handles business confidential information must have active HSPD-12 public trust clearance.

The contractor shall complete the following tasks using the deliverable schedules in section V.

The contractor shall coordinate system change timeline with EPA stakeholders, other government organizations, EPA CDX team, National Computer Center (NCC) staff, and other Fuel Program contractors to complete all the tasks.

In addition to the work specified in the tasks and subtasks below, the contractor shall continue using agile software methodology and provide the system maintenance deliverables, which are incorporated into the deliverable schedules in section V. This shall include:

- Documentation of requirements.
- Documentation of the technical solution architecture, including systems configuration and software code and/or executable metadata models for all system work.
- Security scans, deployment testing results, and all auditable data and logs.
- User guides.
- A change log file documenting new system functions and improvements.

EPA will retain ownership of software solutions through this work assignment, including all related documentation, software code or metadata models.

Task 1: Project Management

The contractor shall have quarterly planning meetings and biweekly WA management meetings with the WA COR to report progress, discuss issues, coordinate tasks schedule and set priorities, and review deliverables. The contractor shall setup an initial kickoff meeting within two weeks of the WP Approval. The contractor shall use Microsoft Word and MS Project to document the kickoff and quarterly planning meeting's discussions.

Task 2: DCFuels Data Warehouse, Tools, and Database Maintenance

The contractor shall provide services for tool maintenance, database administration, and any DCFuels workspace related support and maintenance work. The contractor shall provide recommendations, planning and the implementation of this work. The contractor shall perform the following: improving data quality for clean data; updating data warehouse platforms and technologies at NCC; adding tool functions and identifying and fixing existing coding errors; extracting, transforming, and loading data from flat file, webform, xml, and other IT format from front-end data submission systems to backend databases; integrating data from all fuel program data sources; maintaining and making updates to the DCFuels data warehouse including Oracle APEX and other platform tools' triggers, events, actions, constraints, tables, views, and procedures.

The contractor shall create DCFuels system documentation. The contractor shall maintain, modify and update the contents of existing system documentation to reflect any changes made under this WA. The contractor shall maintain code with extensive documentation to facilitate the understanding and intention of the code for DCFuels. EPA shall retain ownership of the code after deployment.

The contractor shall update DCFuels due to NCC system and database patch changes. The WA COR will provide the contractor's computer system account and file access to accomplish the work under this WA.

The contractor shall assist with the creation and maintenance of the DCFuels EPA security plan required for system operation at NCC. This security plan shall also include all Fuel program systems and operations such as the EMTS and OTAQReg security requirements and operation plan.

The contractor shall also ensure that the necessary data transfer, integration and links with CDX, EMTS and other fuel compliance systems are functional and optimized.

The contractor shall provide data processing and system operations support and maintenance that includes, database administration, application troubleshooting, and security. The contractor shall assist EPA NCC staff perform system administration duties and application monitoring work to ensure system availability is maintained. The contractor shall also provide the following services:

- Recommend and implement changes to the DCFuels data warehouse network and systems including NCC DCFuels CBI LAN configurations and operating system environment; optimize the ways data are managed and maintained by adapting new technologies and updating existing data warehouse; increase the integration and interoperability of the fuel and fuel additive compliance 40 CFR Part 79 data among fuel program systems. This also includes all legacy data submitted to the fuel compliance systems either via electronic or hard-copy submissions.

- Facilitate the collection and storage of reporting information from the regulated parties to EPA.

- Assist on communicating of EPA's 40 CFR Part 79 fuel and fuel additive regulations and 40 CFR Part 80 fuels regulations to the public.

- Improve current tools for processing and maintaining submitted compliance data. Tools shall provide key capabilities such as audit tracking of all data edits, batch corrections of reports, and data quality checks for compliance data.

- Assist NCC administration staff on maintaining a DCFuels development and staging environment separate from the actual production environment but functionally identical. The development environment can exercise all the functions and features of the designs

under development. This is required to protect the production data (which includes information claimed and treated as CBI) and system software.

- Ensure that the DCFuels database is compatible with the Agency's Central Data Exchange (CDX) system and other electronic reporting and registration services outside the fuels compliance program that supply data to DCFuels.

- Use NCC's application development checklist (ADC) process for all data migration, database maintenance, data security, user management, system patches, hardware and software upgrades, and operating system changes.

IV WA REPORTING

End of WA Period Status Report
At the end of the WA performance of period, the contractor shall provide a status report, either as one of the monthly contract invoice reports or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work assignment management meetings and meeting notes	Bi-weekly
1	Kickoff meeting	Two weeks from the WA start date
1	Kickoff meeting notes	1 week after the kickoff meeting
1	Quarterly planning meeting	Quarterly and as needed via written technical direction
1	Quarterly planning meeting notes	Quarterly and as needed via written technical direction
2	Implement new updates at NCC	as needed via written technical direction
2	Update DCFuels documents and Fuels program system operations manual	After each update and as needed via written technical direction
2	Deliver system and application code with all the documented changes	10 days before the end of this WA

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WA COR

The following applies to all tasks under this effort unless otherwise specified by the WA COR during the performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, MS Projects, SQL, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

Inspection and Acceptance Criteria
The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed and coordinated by the WA COR.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 2-23

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-012	07/01/2016 To 06/30/2019 Base Option Period Number 2	DART Dev & Main

Contractor: SRA International, Inc.

Specify Section and paragraph of Contract SOW: C & D

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2018 To 06/30/2019

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

SFO (*Max 2*): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 07/01/2016 To 06/30/2019		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Ben Larson (Signature) (Date)		Branch/Mail Code: Phone Number: 202-343-9565 FAX Number:
Project Officer Name: Greg Piotrowski (Signature) (Date)		Branch/Mail Code: Phone Number: 734-214-4493 FAX Number: 734-214-4053
Other Agency Official Name: (Signature) (Date)		Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Michael D. Kreacic (Signature) (Date)		Branch/Mail Code: Phone Number: 513-487-2104 FAX Number:

WA 2-23

PERFORMANCE WORK STATEMENT

Title:	Data Analysis Reporting Tool (DART) Development and Maintenance
Contractor and Contract Number:	EP-C-16-012
Work Assignment (WA) Number:	2-23
WA COR:	Ben Larson 1200 Pennsylvania Ave., NW Washington, DC 20004 Phone: 202-343-9565 Fax: 202-343-2800 Email: larson.ben@epa.gov
Alternate WA COR:	Ann Chiu 1200 Pennsylvania Ave., NW Washington, DC 20004 Phone: 202-343-9599 Fax: 202-343-2800 Email: chiu.ann@epa.gov
CL COR:	Greg Piotrowski 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4493 Fax: 734-214-4869 Email: piotrowski.greg@epa.gov

I. BACKGROUND

The Office of Transportation and Air Quality (OTAQ), Compliance Division (CD), Fuels Compliance Centers are responsible for implementation and oversight of the Renewable Fuel Standard (RFS/RFS2), Reformulated Gasoline (RFG), Diesel Sulfur (DSF), Gasoline Sulfur (GSF), and Mobile Source Air Toxics (gasoline benzene) programs under 40 CFR Part 80 and Fuel and Fuel Additive registration and reporting (RP79) under 40 CFR Part 79. The fuel quality requirements complement vehicle and engine emission standards, and together limit pollution from a wide variety of vehicles, engines, and equipment.

EPA's motor vehicle fuel programs protect public health and the environment by improving fuel quality and controlling fuel properties. Clean fuels reduce harmful emissions from a wide variety

of motor vehicles, engines, and equipment.

Current fuel program requirements have dramatically reduced allowable sulfur levels in gasoline and in diesel fuel thereby reducing reactive particulate emissions, and by promoting use of technologies that reduce other regulated emissions. The most recent clean fuel programs establish requirements for renewable fuel use in the United States. Use of renewable fuels can help reduce greenhouse gas emissions and can lessen dependence on imported petroleum. Under the Renewable Fuel Standard program (RFS), renewable identification numbers (RINs) are the basic unit of compliance for generation, trading, and use by regulated parties.

Under section 211 of the Clean Air Act, petroleum refiners and importers must register their products with EPA before those products are offered for sale. Fuel additive manufacturers must also register with EPA prior to sales in the US. EPA uses registration information to identify product emissions that may pose an unreasonable risk to public health. In certain cases, health effects testing is required before a new product can be registered, or for an existing product to maintain its registration. EPA implements product registration requirements under 40 CFR Part 79. After registration, refiners and importers are required to report to EPA under 40 CFR Part 79 on a quarterly and/or annual basis.

In addition, petroleum refiners, fuel importers, fuel exporters, fuel blenders, and renewable fuel producers must register their companies and facilities with EPA under 40 CFR Part 80. Registration requirements are specific to business activities as defined under the 40 CFR Part 80 programs. Companies are also responsible for assigning a "Responsible Corporate Officer" and/or delegated users to register with EPA and obtain accounts to access EPA information systems. Once companies have registered and assigned users, they are able to send EPA new registrations or updates to process. Under 40 CFR Part 80, companies are also required to submit annual, quarterly, and event-based reports.

There have been several applications, databases, and tools created to collect the regulated fuels data and maintain the 40 CFR Part 79 and Part 80 fuels registration data. The purpose of this WA is to develop and improve EMTS to further enhance and integrate with these systems and databases and maintain the existing EMTS applications and data. The following is a list of the existing primary systems and databases that support the fuel compliance programs:

- OTAQ DCFuels (data warehouse for uploading fuel compliance data and workspace containing key backend files and connectivity)

- OTAQReg (company, facility, and user registration system)

- EPA Moderated Transaction System (EMTS, a web application and database for tracking RINs).

- Fuel and Fuel Additives Registration System (FFARS or RP79, collects and stores 40 CFR Part 79 reporting information. The Compliance Division posts certain of these data on EPA's website.

- OTAQ Regulatory Intelligence reporting system (also called "Data Analysis Reporting Tool" or DART for sharing fuels program data with program staff and external stakeholders)

- Remote Data Manager (RDM) housed in the DCFuels workspace (a tool that extracts, transforms, and loads any data submitted to EPA regardless of the platform or software used)

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections C and D of the contract performance work statement.

III TASKS

Any development/enhancement of fuel program databases must adhere to data standards detailed in the Data Standards and Environmental Data Registry (EDR) (http://www.epa.gov/edr).

The contractor shall comply with the system security plans and IT systems rules of behavior established by the Agency and implemented by CD during the performance of any task under this WA. The current IT systems rules of behavior is titled "Rules of Behavior for Remote Users of the Fuel Reporting System". The current rules of behavior are subject to update at any time. Additionally, EPA may require all users of its information systems to complete additional training (e.g., annual IT security awareness training). The security plans are internal and confidential Agency documents due to their sensitive nature and may not be circulated outside the Agency. The key features of the security plans are that all users (EPA and contractors) must maintain good security practices; must notify the WA COR of any security incidents immediately; must protect passwords, government issued ID cards, and access cards; and must behave in an ethical and trustworthy manner, avoiding any appearance of impropriety. The contractor personnel must receive, review and acknowledge their receipt and review of, and must comply with the general EPA guidance document entitled "Standards of Behavior for the Security of Information Resources". They must also participate in security-related meetings as required by the WA COR in accordance with EPA policy. More information can be found at http://intranet.epa.gov/oei/saiso/Library.html.

The contractor shall comply with agency personal identity verification procedures identified in individual orders that implement Homeland Security Presidential Directives-12 (HSPD-12) (available at http://www.dhs.gov/homeland-security-presidential-directive-12); OMB guidance M-05-24; Federal Information Processing Standards Publication (FIPS PUB) number 201 (available at http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf).

The contractor's employees must sign the "Project Employee Confidentiality Agreement" as required by this WA and must submit to background investigation consistent with Agency policy. The current form for background investigations is the "Questionnaire for Public Trust Positions" – Office of Personnel Management (OPM) Standard Form 85P. All contractors who handle fuel program systems and EPA business confidential information must satisfactorily fill out this questionnaire, and must submit fingerprint cards and submit to a credit check as required

by current EPA policy governing persons with access to business confidential data. The contractor who handles business confidential information must have active HSPD-12 public trust clearance.

The contractor shall complete the following tasks using the deliverable schedules in section V.

The contractor shall coordinate system change timeline with EPA stakeholders, other government organizations, EPA CDX team, National Computer Center (NCC) staff, and other Fuel Program contractors to complete all the tasks.

In addition to the work specified in the tasks and subtasks below, the Contractor shall continue using agile software development methodology and provide the following standard system development deliverables, which are incorporated into the deliverable schedules in section IV. This shall include:

- Documentation of requirements.
- Documentation of the technical solution architecture, including systems configuration and software code and/or executable metadata models for all system development work.
- Security scans, deployment testing results, and all auditable data and logs.
- User guides.
- A change log file documenting new system functions and improvements.

EPA will retain ownership of software solutions developed or modernized through this work assignment, including all related documentation, software code or metadata models.

Task 1: Project Management

The contractor shall have quarterly planning meetings and biweekly WA management meetings with the WA COR to report progress, discuss issues, coordinate tasks schedule and set priorities, and review deliverables. The contractor shall setup an initial kickoff meeting within two weeks of the WP Approval. The contractor shall use Microsoft Word and MS Project to document the kickoff and quarterly planning meeting's discussions.

Task 2: DART Development and Maintenance

The contractor shall create data reporting tools such as data queries and views for DART. The contractor shall create DART quarterly data reports from DCFuels data warehousing including 40 CFR Part 79 and Part 80 fuel's data, EMTS data, and other transportation related data. The platforms chosen shall be recommended by the contractor and approved by the EPA WA COR (via written technical direction) and shall fulfill the business need of securely and efficiently managing, integrating, and reporting regulatory data to stakeholders. The contractor shall provide support for data analysis and outreach reports such as EMTS quarterly and annual reports. The contractor shall coordinate and enable the integration of the 40 CFR Part 79 and Part 80 compliance data including EMTS data, DCFuels database, RDM, OTAQReg submission data, RP79 compliance data, and other OTAQ databases for creating data reporting tools.

The contractor shall compile and maintain a list of future data reporting tool new functions. The WA COR will set development priority on the list of new reporting tool functions. The contractor shall develop the new functions based on the prioritized list. The contractor shall obtain the WA COR's approval before commencing any new data reporting function work.

The contractor shall develop and maintain capability in appropriate fuel program IT data systems to accept and process reports submitted to standardize encoded documents such as Extensible Markup Language (XML). Examples of Fuels IT systems requiring this capability include to RDM, RP79, and Fuels Data Submission System (FDSS).

The contractor shall build a data reporting management dashboard for fuel program. This interactive dashboard shall include user-directed relational query, ad hoc access to raw data from different databases, xml or web service sources, and interactive data reports using charts, pivot tables, maps, etc. The contractor shall collect fuel program data requirements, pilot new dashboard technologies, and maintain the dashboard. The contractor shall design additional interactive data tables, charts, and graphs related to EPA's Fuel Program on the EPA website. The contractor shall update all existing and any newly added interactive tables, charts, and graphs as directed by the WA COR, via written technical direction.

The contractor shall follow the agile methodology and system development life cycle process including steps such as development, implementation, deployment, testing, training, and documentation when developing data reporting tools. The contractor shall develop a MS project plan and obtain WA COR's approval, via written technical direction, before implementing the project.

The contractor shall continue the on-going support and DART operation and maintenance work under this WA task 2. The contractor shall coordinate all the changes and updates with NCC, CDX, and EPA. The DART maintenance work includes to following work:

- The contractor shall update and include all Fuels program reports in DART.
- The contractor shall update DART reports and database with the new Fuels programs data and OTAQReg data.
- The contractor shall update and maintain QA checks for all reports in DART.
- The contractor shall update RFS2 Part 80 summary reports in DART.
- The contractor shall establish tool to replace fuels programs software and databases with better technology such as XML, multi-thread connections, etc.
- The contractor shall change the method of accessing data with PIV card as a replacement of the RSA Tokens.
- The contractor shall deploy all new or enhanced DART and tool into production at NCC.
- The contractor shall establish a mechanism for electronic file management of Attest Engagements submitted under 40 CFR part 80.

IV WA REPORTING

End of WA Period Status Report
At the end of the WA period of performance, the contractor shall provide a status report, either as one of the monthly contract invoice reports or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES
The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work assignment management meetings and meeting notes	Bi-weekly
1	Kickoff meeting	Two weeks from the WA start date
1	Kickoff meeting notes	1 week after the kickoff meeting
1	Quarterly planning meeting	Quarterly and as needed via written technical direction
1	Quarterly planning meeting notes	Quarterly and as needed via written technical direction
2	Update new function list	TBD via written technical direction
2	Develop new function updates	TBD via written technical direction
2	Implement new updates at NCC	TBD via written technical direction
2	Deliver system and application code with all the documented changes	10 days before the end of this WA
2	Update DART system and operations manual	After each system updates

VI DISTRIBUTION AND FORMAT OF DELIVERABLES
All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WA COR

The following applies to all tasks under this effort unless otherwise specified by the WA COR during the performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, MS Project, SQL, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

Inspection and Acceptance Criteria

The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed and coordinated by the WA COR.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 2-24

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-012	07/01/2016 To 06/30/2019 Base Option Period Number 2	Fuel sys consolidation TeRRA

Contractor	Specify Section and paragraph of Contract SOW
SRA International, Inc.	C & D

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2018 To 06/30/2019

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 07/01/2016 To 06/30/2019 — Cost/Fee: — LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: — Cost/Fee — LOE:

Cumulative Approved: — Cost/Fee — LOE:

Work Assignment Manager Name: Tobias Schroeder (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-0000 FAX Number:
Project Officer Name: Greg Piotrowski (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4493 FAX Number: 734-214-4053
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Michael D. Kreacic (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2104 FAX Number:

WA 2-24

PERFORMANCE WORK STATEMENT

Title:	Fuel Compliance Information System Modernization
Contractor and Contract Number:	EP-C-16-012
Work Assignment (WA) Number:	2-24
WA COR:	Tobias Schroeder 1200 Pennsylvania Ave, NW Washington, DC 20004 Phone: 202-250-8603 Fax: 202-343-2800 Email: schroeder.tobias@epa.gov
Alternate WA COR:	Ann Chiu 1200 Pennsylvania Ave, NW Washington, DC 20004 Phone: 202-343-9599 Fax: 202-343-2800 Email: chiu.ann@epa.gov
CL COR:	Greg Piotrowski 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4493 Fax: 734-214-4869 Email: piotrowski.greg@epa.gov

I. BACKGROUND AND GOALS

The Office of Transportation and Air Quality (OTAQ), Compliance Division (CD), Fuels Compliance Centers are responsible for implementation and oversight of the Renewable Fuel Standard (RFS/RFS2), Reformulated Gasoline (RFG), Diesel Sulfur (DSF), Gasoline Sulfur (GSF), and Mobile Source Air Toxics (gasoline benzene) programs under 40 CFR Part 80 and Fuel and Fuel Additive registration and reporting under 40 CFR Part 79. The fuel quality requirements complement vehicle and engine emission standards, and together limit pollution from a wide variety of vehicles, engines, and equipment.

Over time, the fuels compliance program has developed several applications, databases, and tools to support the implementation of 40 CFR Part 79 and Part 80. The following is a list of the existing primary systems and databases that support the fuel compliance programs:

- OTAQReg (company, facility, and user registration system)
- EPA Moderated Transaction System (EMTS, a web application and database for tracking RINs).
- Fuel and Fuel Additives Registration System (FFARS or RP79, collects and stores 40 CFR Part 79 reporting information. The Compliance Division posts certain of these data on EPA's website.
- DCFuels (data warehouse for uploading fuel compliance data and workspace containing key backend files and connectivity)
- OTAQ Regulatory Intelligence reporting system (also called "Data Analysis Reporting Tool" or DART for sharing fuels program data with program staff and external stakeholders)
- Remote Data Manager (RDM) hosted in the fuels program data warehouse (a tool that extracts, transforms, and loads any data submitted to EPA regardless of the platform or software used)

The Fuels Program is planning to consolidate all the above Fuels systems to one system, TeRRA. The goals for this consolidation are to:

- Eliminate data transfers between systems;
- Improve the overall data access;
- Update to newer technology;
- Improve system performance;
- Better support the comprehensive set of functional mission needs for CD's Fuel Compliance Centers;
- Streamline the delivery and coordination of automated mission services with minimal burden and at the lowest full lifecycle cost for all stakeholders involved in fuels reporting; and
- Leverage enterprise efficiencies through the reuse of available public resources or the development of new shared services.

The Fuels Program plans to complete all the consolidation works by the end of fiscal year 2019.

II. GOVERNING POLICIES AND PROCEDURES

The Contractor shall perform the tasks in this WA in accordance with applicable federal policies and procedures. This includes:

- Section 55 and Appendix J of Office of Management and Budget (OMB) Circular No. A-11 (https://www.whitehouse.gov/omb/circulars_a11_current_year_a11_toc).
- OMB's FY 2019 IT Budget Capital Planning Guidance ((https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/assets/egov_docs/fy19_it_budget_guidance.pdf).
- Federal Enterprise Architecture (https://obamawhitehouse.archives.gov/omb/e-gov/FEA).

The Contractor shall comply with the system security plans, IT systems rules of behavior and all related security documents and plans established by the Agency and implemented by CD during the performance of any task under this WA. The system security plans include requirements for

personnel screening and training, which apply to Federal employees and contractors. Due to their sensitive nature, security plans and related security documents are not posted or circulated outside of the Agency. EPA will hand deliver copies to the Contractor.

The current IT systems rules of behavior are titled "Rules of Behavior for Remote Users of the OTAQ Fuels Reporting System." The current rules of behavior are subject to update at any time. The WA COR will provide the Contractor with these rules.

The key features of the security plans are that all users (EPA and contractors) must maintain good security practices; must notify the WA COR of any security incidents immediately; must protect passwords, government issued ID cards, and access cards; and must behave in an ethical and trustworthy manner, avoiding any appearance of impropriety.

The Contractor personnel must receive, review and acknowledge their receipt and review of, and must comply with the general EPA guidance document entitled "Standards of Behavior for the Security of Information Resources." They must also participate in security-related meetings as required by the WA-COR in accordance with EPA policy. More information can be found at http://intranet.epa.gov/oei/saiso/Library.html.

III. CONTRACT LEVEL STATEMENT OF WORK REFERENCES

The tasks to be performed under this work assignment (WA) are within the scope of work authorized in the contract performance work statement (PWS) under sections C and D.

III TASKS

Work for tasks 1.1 through 3.1 was initiated under WA 1-24. The Contractor shall complete all remaining tasks and subtasks under 1.1 through 3.1 as well as tasks 3.2 and 3.3 below using the deliverable schedules in section IV, and within the period of performance of this WA ending 6/30/2019.

The following applies to all tasks:

For system development and implementation, the Contractor shall:

- Synchronize system new releases with existing fuel compliance information systems;
- Adhere to EPA policies and standards for system lifecycle management, security, Cross-Media Electronic Reporting Rule (CROMERR), OneEPA Web, and Central Data Exchange (CDX) and Exchange Network data exchange; and
- Adhere to EPA deployment requirements, including configuration and change management, security scans, conformance testing, user acceptance testing and validations.

In addition to the work specified in the tasks and subtasks below, the Contractor shall continue using agile software development methodology and provide the following standard system development deliverables, which are incorporated into the deliverable schedules in section IV. This shall include:

- Documentation of requirements.

- Documentation of the technical solution architecture, including systems configuration and software code and/or executable metadata models for all system development work.
- Security scans, deployment testing results, and all auditable data and logs.
- User guides.
- A change log file documenting new system functions and improvements.

EPA will retain ownership of software solutions developed or modernized through this work assignment, including all related documentation, software code or metadata models.

Task 1: Project Management

1.1 Meetings:
The Contractor shall attend quarterly teleconference planning meetings and bi-weekly teleconference management meetings with EPA WA-COR to report progress, discuss issues, coordinate tasks, schedule and set priorities and review deliverables. The Contractor shall support these meetings with webinars when materials or demonstrations need to be shared remote meeting participants. For all meetings, the Contractor shall take detailed meeting notes, and submit the notes to EPA within two (2) business days.

1.2 Planning:
The Contractor shall setup an initial kickoff meeting within two weeks of starting this WA to discuss EPA priorities and project planning. The Contractor shall use the following tools for project and systems development: Microsoft (MS) Project and Atlassian JIRA and Confluence. The Contractor shall also maintain a change log file documenting any new system functions and improvements. The Contractor shall synchronize changes and updates across change logs, MS Project, JIRA and Confluence.

1.3 Project Materials:
The Contractor shall centrally maintain and conceptually organize project plans, deliverables, and information gathered during requirements sessions. When applicable, the Contractor shall organize resources by project task and subtask. The Contractor shall make project materials accessible to the WA-COR electronically through EPA SharePoint project sites.

Task 2: Alternatives Analysis for OTAQ Systems

The Contractor shall document an analysis of alternative solution architectures that can replace or modernize the existing collection of applications, databases, and tools into the new consolidated TERRA system.

The specific scope and subtasks of the alternatives analysis are outlined below:

2.1. Business Reference Model:
The Contractor shall document a comprehensive set of CD business functions and work streams using standard categories from the Business Reference Model in the Federal Enterprise Architecture (FEA) Framework v2 (https://obamawhitehouse.archives.gov/omb/e-gov/FEA).

The Contractor shall visualize the reference model using MS Visio or similar electronic format.

The Contractor shall submit the reference model to the WA COR. The WA COR will indicate approval via written technical direction before the Contractor starts the work in subtask 2.2.

2.2. Cost and Performance Framework:

Using MS Visio or similar electronic format, the Contractor shall establish a means for collecting cost and performance reference data for the alternatives in subtask 2.3. The Contractor shall use categories for cost and performance data in accordance with Office of Management and Budget (OMB) Circular No. A-11 and OMB's FY 2019 IT Budget Capital Planning Guidance.

The Contractor shall submit a 5-page written description of the cost and performance framework and the electronic file format to the WA COR's. The WA COR will indicate approval via written technical direction acceptance before the contractor starts the work in subtask 2.3.

2.3. Alternatives Analysis:

The Contractor shall document an analysis of alternative solution architectures that can replace or modernize the existing collection of applications, databases, and tools into the new consolidated TERRA system.

The Contractor shall consider the following four categories of alternatives:

- "As-is" baseline: The Contractor shall analyze OTAQ's pre-existing set of manual or automated systems for performing work. This includes the portfolio of IT investments outlined in Section I as the basis for an "as-is" alternative;
- Near term modernization: The Contractor shall propose an approach that leverages existing modernization proposals, including those that are currently under development by CSRA under EP-C-16-012. the WA COR will hand deliver a copy of a related modernization plan to the Contractor.
- Emerging technology modernization: The Contractor shall propose an approach that leverages existing market research and prototypes for model driven development. EPA will hand deliver a copy of the market research and prototypes to the Contractor.
- Business Automation Platform (BAP): The Contractor shall propose an approach based on the Business Automation Platform and other existing enterprise services offered by EPA's Office of Environmental Information (OEI).

The Contractor shall perform the following subtasks in the delivery of the alternatives analysis:

2.3.1. Draft alternatives analysis document: The Contractor shall gather requirements from EPA on the format and content for the alternatives analysis document. Based on the requirements, the Contractor shall deliver a draft template of the alternatives analysis document with the format and headings representing the categories of content. The WA COR will indicate approval via written technical direction acceptance. Upon acceptance of the format, the Contractor shall fill in the content on an ongoing basis, with reviews of the draft document presented at the weekly progress meetings.

2.3.2. Information gathering: The Contractor shall gather and summarize information from existing resources and staff interviews to support the alternatives analysis. This shall include:

- Functional statements and organizational information;
- Economic analyses from rulemakings;

- Burden analyses in information collection requests (ICRs) performed in accordance with the Paperwork Reduction Act over the past five years; and
- Any other available resources, such as existing process improvement analyses.
- Information on capabilities, configurations, and cost from OEI on BAP and other enterprise services.

2.3.3. Documentation of alternative solution architectures: The Contractor shall document the solution architecture for each alternative, including the core artifacts for data, applications and infrastructure from FEA Framework v2 (https://obamawhitehouse.archives.gov/omb/e-gov/FEA). When applicable, each alternative solution must identify the reuse of existing (or development of new) shared software or infrastructure components. The Contractor shall deliver the solution architecture documents as appendices to the alternatives analysis document.

2.3.4. Work stream analysis: The Contractor shall deliver a documented analysis of how each alternative solution would be applied to implement the functions and work streams identified in Subtask 2.1. The Contractor shall incorporate the work stream analysis into the alternatives analysis document.

2.3.5. Cost and performance analysis: Contractor shall estimate the cost and performance metrics for the work streams and populate the information on the electronic files prepared under Subtask 2.2. This includes high level performance estimates for the full range of functions, and more detailed information for fuels registration activities under 40 CFR parts 79 and 80. The Contractor shall incorporate the work stream analysis into the alternatives analysis document.

2.3.6. Final alternatives analysis document: The Contractor shall deliver a 20-page alternatives analysis document. The acceptance criteria are that the document conforms to the approved format and summarizes the alternative solutions and relative performance and cost of the alternatives.

2.4. Communications Materials:

The Contractor shall supplement the alternatives analysis with communications materials to clearly convey modernization alternatives and potential improvements to performance objectives to a lay audience. Specifically, the Contractor shall deliver:

2.4.1. User Story: A 10-page white paper with text and diagrams that summarizes two versions of a user story from the perspective of a regulated entity and EPA program staff. The two versions shall demonstrate the user experience with the current systems and services, and what the user experience would be like with the selected solution architecture. The two versions shall also highlight qualitative and quantitative performance improvements.

2.4.2. Video Recording: A 15-minute recorded demonstration that walks through the user story, incorporating CODECs or other recordings of system interfaces, depictions of any manual side tasks and work-arounds, and diagrams depicting performance improvements. For the solution architecture, the Contractor shall leverage an existing proof of concept prototype, and supplement it with mock-ups and visuals as necessary. The WA COR will provide the Contractor with access to the software for the existing prototype.

Task 3: Fuels Program Systems Modernization

3.1. TeRRA Plan and Development:

Upon reviewing the alternatives analysis document delivered under task 2, EPA will select a preferred alternative for a consolidated Fuels Program TeRRA system. The WA COR will notify the Contractor via written technical direction.

The Contractor shall create a TeRRA project plan to implement the TeRRA transition plan (delivered from the last contract period WA 1-24 task 3) for moving from the current systems architecture to the selected alternative, while maintaining continuous service. The contractor shall include a timeline and deliverables for all the necessary consolidation tasks in the TeRRA plan. The Contractor shall also include the subtasks listed under section 3.2 and 3.3 in the TeRRA plan and implement them during this WA period.

3.2. Fuels Program Data Warehouse, Tools, and Application Development:

3.2.1. The Contractor shall develop and implement the new TeRRA user data submission front-end module (previous called OTAQReg III) based on the TeRRA architecture plan (delivered from the last contract period WA 1-24 task 3).

3.2.2. The Contractor shall recommend and implement changes to the DCFuels data warehouse and systems including EPA National Computer Center DCFuels Confidential Business Information Local Area Network configurations. This shall include recommendations for optimizing the ways data are managed and maintained by adapting new technologies and updating existing data warehouse.

3.2.3. The Contractor shall integrate the fuel and fuel additive compliance 40 CFR Part 79 registration and compliance data in EMTS schema, Fuels Program data warehouse, and DART reports. This also includes all legacy data submitted to the fuel compliance systems either via electronic or hard-copy submissions.

3.2.4. The Contractor shall centralize the current data model and tool for collecting and processing OTAQReg registration data, Mail-log correspondence mail files, compliance data (through EMTS, DCFuel, and FFARS), and submission change requests including audit tracking of all data edits, batch corrections of reports, and data quality checks for compliance data.

3.2.5. The Contractor shall create workflow in EMTS for remedial actions to eliminate Fuels program enforcement staff compliance processes.

3.2.6. The contract shall make EMTS CROMMER compliance to enhance the DCFuels data and reports integration.

3.3. DART Development and Maintenance:

3.3.1. The Contractor shall update the DART reports and database with Part 79 OTAQReg data.

3.3.2. The Contractor shall modernize the RDM. The modernization must improve the functional requirements of extracting, transforming, and loading data with new technology.

3.3.3. The Contractor shall coordinate OTAQ program data formats across EMTS, DCFuels, OTAQReg, CDX and Facility Registry Services systems data by combining various data sources into a unified XML format and eliminating manual processing of compliance reports.

3.3.4. The Contractor shall streamline and merge EMTS batch compliance reports to

eliminate duplicative reporting.

3.3.5. The Contractor should create TeRRA a web data reporting dashboard to modernize and consolidate all the public reports on the Fuels program website. The Contractor shall use off the shelf tools such as Qlik products for developing the dashboard.

IV DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1.1	WA project management meetings	Weekly
1.2	Initial WA project plan	Before WA kickoff meeting
1.2	WA kickoff meeting	Within two (2) weeks after WA start date
1.2	Updates to WA project plan	Monthly and as needed
1.3	Establish project materials file system	Within two (2) weeks of WA start date
2.1	Business reference model	Within two (2) weeks of WA start date
2.2	5-page written description of cost and performance framework	Within one (1) week of acceptance of 2.1 delivery
2.2	Electronic file format for collecting cost and performance information	Within one (1) week of acceptance of 2.1 delivery
2.3.1	Draft alternatives analysis template with format and categories of content	Initial draft within three (3) weeks of WA start date, with bi-weekly updates thereafter
2.3.2	Information gathering summary document and materials posted in file system	Within four (4) weeks of WA start date
2.3.3	Solution architecture documentation	Within eight (8) weeks of acceptance of 2.3.2
2.3.4	Work stream analysis	Within four (4) weeks of acceptance of 2.3.3
2.3.5	Cost and performance analysis	Concurrent with the delivery of 2.3.4
2.3.6	Final alternative analysis document	Within two (2) weeks of acceptance of 2.3.4 and 2.3.5
2.3.6	EPA selection of alternative	Upon review of 2.3.6
2.4.1	User story white paper	Within two (2) weeks of EPA selection of alternative from 2.3
2.4.2	Video recording of user story demonstration	Within two (2) weeks of acceptance of 2.5.1
3.1	TERRA plan	Within four (4) weeks of WA start date
3.2 & 3.3	Implement subtasks	Complete subtasks by the end of the period of performance of this WA

		ending 6/30/2019

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WA COR

The following applies to all tasks under this effort unless otherwise specified by the WA COR during the performance of that task.

The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, SQL, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

Inspection and Acceptance Criteria

The WA COR will review deliverables for technical content, completeness, and grammar.

All new and updated software solutions must be deployed in production, be functional, achieve the documented mission requirements, and pass security scans, conformance testing, user acceptance testing and validations.

Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed and coordinated by the WA COR.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 2-25

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-012	07/01/2016 To 06/30/2019 Base Option Period Number 2	FCPC Compliance Support

Contractor: SRA International, Inc.

Specify Section and paragraph of Contract SOW:

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/01/2018 To 06/30/2019

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

SFO (*Max 2*): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 07/01/2016 To 06/30/2019		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Kurt Gustafson (Signature) (Date)	Branch/Mail Code:	
	Phone Number: 202-343-9219	
	FAX Number:	
Project Officer Name: Greg Piotrowski (Signature) (Date)	Branch/Mail Code:	
	Phone Number: 734-214-4493	
	FAX Number: 734-214-4053	
Other Agency Official Name (Signature) (Date)	Branch/Mail Code:	
	Phone Number:	
	FAX Number:	
Contracting Official Name: Michael D. Kreacic (Signature) (Date)	Branch/Mail Code:	
	Phone Number: 513-487-2104	
	FAX Number:	

Performance Work Statement

Title:	Fuels Compliance Policy Center – Registration, Compliance Assistance and Assurance, and Policy Support
Contractor and Contract Number:	EP-C-16-012
Work Assignment Number:	2-25
Work Assignment COR (WA COR):	Kurt Gustafson 1200 Pennsylvania Ave, NW Washington, DC 20460 Phone: 202-343-9899 Fax: 202-343-2800 Email: Gustafson.Kurt@epa.gov
Alternate WA COR:	Kurt Gustafson 1200 Pennsylvania Ave, NW Washington, DC 20460 Phone: 202-343-9213 Fax: 202-343-2800 Email: Master.Barbora@epa.gov
Contract Level COR (CL COR):	Greg Piotrowski 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4493 Fax: 734-214-4869 Email: piotrowski.greg@epa.gov

I. BACKGROUND

The Office of Transportation and Air Quality (OTAQ), Compliance Division (CD), Fuels Compliance Policy Center (FCPC) is responsible for implementing and overseeing the EPA's national fuels program, including the renewable fuel standard (RFS), ultra-low-sulfur diesel fuel program, gasoline programs (including the Tier 3 gasoline program, mobile source air toxics (gasoline benzene and reformulated gasoline programs) and the RIN Quality Assurance Program (QAP). Implementation and compliance assistance and assurance activities include: the registration of fuels and fuel additives (F/FA) before their introduction into commerce, registration of companies and facilities that produce, import and export fuels, including renewable fuels, and analysis of registration and reporting data in support of various other programs.

The FCPC is also responsible for developing and applying creative, innovative methods for implementing and overseeing the EPA's fuels program. Such activities include:

- Developing new implementation strategies that can integrate seamlessly with existing oversight efforts while optimizing program efficiency and effectiveness;
- Identifying critical process and policy improvements, within the fuel programs
- Monitoring emerging technologies and partnership opportunities that can help enhance the fuels program implementation and oversight;
- Developing a plan for evaluating fuels programmatic data, assessing the effectiveness of fuels programs, and communicating findings through program compliance and performance reports;
- Developing a plan to expand the use of statistically valid surveys to reinforce/augment data collections and improve program compliance to achieve policy goals; and
- Enhancing fuel programs' oversight through collaboration with other agencies and leveraging each other's authorities and expertise to achieve common policy goals.

Collectively these programs are hereinafter referred to as EPA fuels program. Effective communication to internal and external stakeholders is necessary to ensure proper implementation of and compliance with federal program regulations and effective use and evaluation of data to inform emerging policy and regulatory development. This is accomplished by sharing information through a variety of means including, websites, webinars, social media, email support desk, telephone helpline, program compliance performance reports, and ready access to subject matter experts via telephone, email, and in-person meetings.

The purpose of this work assignment (WA) is to obtain contractor support on program implementation and compliance assistance activities, and new activities to support the development and application of creative, innovative solutions to enhance evaluation and oversight of EPA's clean fuel programs.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

Sections A - E

III TASKS

At the outset of this period of performance, the primary tasks of this WA require a contract team to manage the work assignment (Task 1), support EPA efforts related to 40 CFR Part 79 registration (Task 2), support EPA efforts related to 40 CFR Part 80 registration (Task 3), and track and maintain incoming requests from stakeholders (Task 4). Other tasks include helpdesk management (Task 4) and outreach and implementation assistance (Task 5).

Task 1: Project Management

The contractor shall provide weekly management updates with the EPA project team to report progress, discuss issues, coordinate tasks' schedules, set priorities, review deliverables, and tend

to general administrative needs. These weekly updates shall consist of management meetings, unless directed otherwise by the WA-COR via written technical direction.

Task 2: Fuels Registration Support for 40 CFR Part 79 Fuels and Fuel Additives Program

The contractor shall provide operational and analytical support to manage the registration related data received from regulated parties under the EPA Fuels and Fuel Additives program. The contractor shall assist with the work related to the FCPC activities including coordination with the EPA's fuels program data system development work and system updates (e.g., OTAQReg, DCFUELS, EMTS, and DART) when necessary. The contractor shall keep apprised of newly enhanced functions in the data systems used by FCPC to manage and analyze the registration program (e.g., DART) and shall apply the enhancements to improve and streamline the registration review processes.

The contractor shall assist, as described below, with registration efforts related to the Fuels and Fuels Additives (FFARs) Part 79 program. The contractor shall:

1. Provide support to the EPA for new fuel and fuel additive registrations, including updates to these registrations
2. Provide support to the EPA for new certified detergent registration, including updates to these registrations
3. Provides support to the EPA for processing quarterly and annual reports
4. Review the chemical composition of fuel and additive registrations received to assist the EPA in determining regulatory compliance, as needed.
5. Perform detailed technical audits of fuel and fuel additive related documents and test reports (for example: Tier 1 emission testing and literature review, detergent performance testing, fuel and fuel additive manufacturing processes, etc.) to ensure completeness and regulatory compliance, as needed.
6. Report to the WA COR company manufacturing activity status and assist in, as directed by WA-COR via written technical direction, terminating registration accounts of companies no longer active in the manufacture or marketing of fuel/fuel additive products.
7. Assist the EPA by preparing registration emails and other related EPA fuels program correspondence, as necessary.
8. Support the EPA by respond to questions and trouble shoot process issues to help regulated parties register under 40 CFR Part 79.
9. Maintain records, using various formats and media, to facilitate ready access by users.
10. When interacting with the regulated community, contractor personnel shall follow EPA security requirements and procedures at all times and identify themselves as contractors for the EPA
11. Follow the EPA records management process (http://www.epa.gov/records/policy/) to store and archive copies of the EPA fuels program information submissions (including data and registrations) in a secure (CBI) storage space.

12. The contractor shall take annual confidential business information (CBI) training, as provided by FCPC. The contractor shall maintain annual certification and follow these CBI guidelines when working with the FCPC to process Part 79 registrations.
13. Hold registration review meetings every other week with the FCPC Part 79 Registration Team, unless directed otherwise by the WA-COR via written technical direction.

Task 3: Fuels Registration Support for 40 CFR Part 80 Fuels Program

The contractor shall provide operational and analytical support to manage the registration related data received from regulated parties under the EPA Part 80 Fuels program. The contractor shall assist with the work related to the FCPC activities including coordination with the EPA's fuels program data system development work and system updates (e.g., OTAQReg, DCFUELS, EMTS, and DART) when necessary. The contractor shall keep apprised of newly enhanced functions in the data systems used by FCPC to manage and analyze the registration program (e.g., DART) and shall apply the enhancements to improve and streamline the registration review processes, as directed by the WA-COR via written technical direction.

The contractor shall assist registration efforts related regulations found under 40 CFR Part 80. The contractor shall:

1. Use the EPA databases (APEX Mail Log, Request Tracker, CDX, MS Access activation queue, DART, etc.) to identify, log, and track stakeholder registration requests and status.
2. Recommend, develop, and manage other tracking tools to improve internal communication and management of registration materials.
3. Work to identify and address registration process issues to avoid missing incoming registration updates, company requests, and communications.
4. Analyze information submissions from regulated parties for accuracy and resolve registration information inconsistencies. This might include collaboration and coordination with other contractors supporting the Fuels Compliance Center IT team and related databases.
5. Catalog accurate and current responses for established registration processes and recurring registration issues based upon interaction with fuels stakeholders.
6. Answer questions and trouble shoot unique process issues to help stakeholders complete the registration process.
7. Help identify functions or problems that need correction in future DCFUELS, OTAQReg, and other OTAQ program development.
8. When interacting with the regulated community, follow the EPA security requirements and procedures at all times and identify themselves as contractors for the EPA
9. Take annual confidential business information (CBI) training, as provided by FCPC. The contractor shall maintain annual certification and follow these CBI guidelines when working with the EPA team to work on Part 80 registration.
10. Hold weekly meetings with FCPC Part 80 Registration Team to discuss registration tickets (e.g., new company requests, company update, user updates, and termination requests) and any other outstanding questions or issues related to Part 80 registration, unless directed otherwise by the WA-COR via written technical direction.

Task 4: System for Registration and Technical Support

The contractor shall maintain the relevant EPA Database/software to capture and/or track the EPA fuels program support helpdesk inquiries, registration requests, company requests, (including DCFUELs and OTAQReg registration submission and company request records) as well as agency responses to these requests. At the beginning of this option period the system in use will be Request Tracker, but EPA plans to switch to a Jira Service Desk software at some point during the option period. EPA also plans to move workflow tracking to CDX. The contractor shall work in whichever of these systems the WA COR specifies via written technical direction. The contractor shall have primary responsibility for maintaining and updating the system, and contacting users with an update status or resolution of all reported issues managed within the system, unless otherwise directed by WA-COR via written technical direction.

The tracking system shall capture and maintain Agency actions, comments, and solutions to these requests. All transactions shall be time and date stamped. The tracking system shall be accessible by the EPA and editable upon request by the WA-COR via written technical direction. Components of the tracking system identified as crucial for trend analysis (e.g. date, time, requestor, response status, subject/ticket type) shall be exportable to an Oracle environment. The data (i.e., ticket) shall be tracked by type of inquiry (CDX, RFS, etc.), requestor, manufacturer, industry; and if EPA by AA-ship, office, and division. The contractor shall input their comments and solutions related to these requests into the tracking system in real-time (i.e., immediately as solutions are found or as discussions take place with requestors or the WA COR). In the event that the tracking system is not immediately available to input such comments or solutions, the contractor shall input the information in the tracking system within 2 business days.

The contractor shall take annual confidential business information (CBI) training, as provided by FCPC. The contractor shall maintain annual certification and follow these CBI guidelines when working with the EPA team to resolve user requests.

The contractor shall also provide quarterly program metrics, as requested by the WA-COR.

The contractor shall track other OTAQ programs' tickets, such as RFS fuel pathway and facility petitions using the same processes as described above. The contractor shall create separate tracking system and support line reports based on individual program needs.

When interacting with the regulated community via the tracking system, contractor personnel shall follow EPA security requirements and procedures at all times and identify themselves as contractors for the EPA

The system shall be hosted at the EPA NCC or in the EPA cloud.

Task 5: Fuels Program Help Desk Support

The EPA fuels program help desk consists of telephone and e-mail services. The contractor shall give priority to managing helpdesk inquiries and requests related to Part 79 and Part 80 registration.

The contractor shall review both voice mail requests and electronic email requests daily and address them in the order received, unless specific priorities are identified by the WA-COR or alternate WA-COR. The contractor shall, upon receipt, enter all requests in the EPA request tracking or Jira Service Desk system for analysis and/or immediate resolution. The contractor shall record all support desk action requests and trouble reports in a manner which will allow trend analysis via the request tracking or Jira Service Desk system (Task 4). The contractor shall communicate with and get final input from the WA-COR to resolve non-routine requests.

The contractor shall also support the EPA in answering technical and policy questions that it receives from stakeholders or from internal sources by conducting research and analysis, applying technical and policy knowledge and critical thinking, and drafting a summary of the issues along with response options, as directed by the WA COR via written technical direction.

When interacting with the regulated community, contractor personnel shall follow EPA security requirements and procedures at all times and identify themselves as contractors for the EPA

Task 6: Fuels Regulatory Implementation and Outreach Support

The contractor shall assist OTAQ, as needed, with outreach and implementation efforts. The contractor shall provide, assistance with at least: two (2) instructional videos, five (5) general website updates, (1) technical website update, one (1) outreach document and twelve monthly public data website updates. Areas of support include:

1. Provide registration, technical and logistical support for webinars, conferences, or other informational forums open to public related to OTAQ Fuels Compliance Division programs, as needed
2. Provide audio and closed captioning for Fuels Compliance Division presentations and videos developed for posting on the website
3. Assist with development of outreach materials, as needed, for public distribution
4. Create tutorials and put on website, as needed
5. Take meeting notes at workshops and webinars, as needed
6. Support FAQ development, documentation, and inclusion on the EPA fuels program website
7. Provide technical training for EPA system administrators, as needed
8. Draft and/or format EMTS release updates, as needed

IV PROJECT REPORTING

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work assignment management meetings	Every other week
1	Work assignment management updates (written/email)	Every other week
2	Part 79 Registration Meeting with the EPA	Every other week
3	Part 80 Registration Meeting with the EPA	Weekly
4	Registration and Queue Updates	Weekly
4	Fuel Programs Metrics Support	Quarterly
6	Instructional video development	As needed by WA COR; Within 10 business days of WA COR request
5	Routine Web Updates	Within 48 hours of request by WA COR

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

General Criteria
All deliverables, including status reports between the contractor and the Government, shall include one copy in electronic format to the WA COR.

The following applies to all tasks under this effort unless otherwise specified by the WA COR during the performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.
The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WA COR.

Inspection and Acceptance Criteria

The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WA COR.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 2-27

☐ Other ☒ Amendment Number: 000002

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-16-012	07/01/2016 To 06/30/2020 Base Option Period Number 2	WA 2-27

Contractor: SRA International, Inc.

Specify Section and paragraph of Contract SOW: Section D

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 07/01/2018 To 06/30/2019

Comments:

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

SFO (*Max 2*): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period:	Cost/Fee:	LOE:
	07/01/2016 To 06/30/2020		
This Action:			
Total:			

Work Plan / Cost Estimate Approvals

Contractor WP Dated:		Cost/Fee	LOE:
Cumulative Approved:		Cost/Fee	LOE:

Work Assignment Manager Name: Nora Hassan (Signature) (Date)	Branch/Mail Code:	
	Phone Number:	202-564-8256
	FAX Number:	
Project Officer Name: Jeffery Franklin (Signature) (Date)	Branch/Mail Code:	
	Phone Number:	734-214-4123
	FAX Number:	
Other Agency Official Name: Michael Gilham (Signature) (Date)	Branch/Mail Code:	
	Phone Number:	202-564-6090
	FAX Number:	
Contracting Official Name: Michael Gilham (Signature) (Date)	Branch/Mail Code:	
	Phone Number:	202-564-6090
	FAX Number:	

Performance Work Statement
Contract **EP-C-16-012,** Work Assignment **2-27**

Title: Transportation Emissions Associated with Waste Management

Work Assignment Manager (WACOR):
Nora Hassan
1200 Pennsylvania Avenue, NW
Washington, DC 20460
Phone: 202-564-8256
Fax: 202-564-2803
Email: hassan.nora@epa.gov

Alternate WACOR:
Jennifer Keller
1200 Pennsylvania Avenue, NW
Washington, DC 20460
Phone: 202-343-9541
Fax: 202-564-2803
Email: keller.jennifer@epa.gov

Project Officer (PO):
Jeff Franklin
2000 Traverwood Drive
Ann Arbor, MI 48105
Phone: 734-214-4014
Email: franklin.jeffery@epa.gov

I. BACKGROUND

The U.S. Environmental Protection Agency's (EPA) Office of Transportation and Air Quality (OTAQ) is committed to developing national programs, policies, and regulations for controlling air pollution from mobile sources. OTAQ is concerned with pollution prevention and energy efficiency, outdoor air quality, industrial air pollution, pollution from vehicles and engines, and climate change. As part of its initiative to address environmental and community impacts of the movement of cargo and people through ports and related aspects of freight transport, OTAQ analyzes emissions from mobile sources, evaluates options to mitigate those emissions, and creates programs and regulations based on those options.

The Legacy Fleets Incentives and Assessment Center (LFIAC) within OTAQ hosts several programs to target the emissions from the legacy diesel fleet of 11 million engines in use in the U.S. In support of this work, the Center has created an online quantifier (https://www.epa.gov/cleandiesel/diesel-emissions-quantifier-deq) to calculate emissions benefits and costs from various technologies as applied to specific fleet types. In addition, the Center works with fleet sectors to produce guidance and resources to lower diesel emissions and administers the Diesel Emissions Reduction (DERA) grant program.

EPA's Office of Land and Emergency Management (OLEM) hosts a Sustainable Management of Food effort with a goal of reducing the vast amount of waste created by the entire food life cycle – including delivery and disposal - and reducing the associated environmental impacts. This is a growing area of emphasis for the agency. The purpose of this Work Assignment (WA) is to discover what impacts the sustainable food movement is having on diesel emissions now, and what impacts it may have in the future. One of the tasks in this WA will be to do a literature search for what science already exists on the role of diesel emissions in the sustainable management of food.

OLEM hosts a modeling tool called Waste and Recycling Model (WARM) designed to help managers

and policy-makers understand and compare the lifecycle greenhouse gas (GHG) and energy implications of materials management options, including food management practices. This WA shall look at this model for potential areas to refine and improve the mobile source factors and assumptions to more accurately calculate costs and benefits. Because the model is complex and offers several paths (and not all portions specifically cover food waste), this WA will cover a limited evaluation of the model and recommendations for specific areas to improve.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE: Section D

III. TASKS

Task 0: Provide Project Management
The Contractor shall conduct necessary project management and reporting such as work plan development, monthly progress reports development, invoice review, and general project management oversight.

Task 1: Updating transportation factors in EPA's Waste Reduction Model (WARM)
Upon receipt of written technical direction (TD) from the WACOR, the Contractor shall update the transportation factors, and calculate the differences in WARM estimates by expanding on the basic underlying assumptions in WARM to include different modes of transportation and fuel types used for waste management. This shall include the following –

1. Update the transportation factors for organic materials, food waste in particular, for all materials management options other than recycling (see WARM 2016b).
2. Update the transportation factors at different life stages for containers, packaging, and non-durable goods materials; for management options including Source Reduction, Recycling, combustion, and landfilling (see WARM 2016c).
3. Since there is carryover from WA 1-27, the existing QAPP from WA 1-27 will be used to support the tasks in WA 2-27.

Task 2: Feasibility assessment for calculating Nitrogen Oxide (NOx) and Fine Particulate Matter (PM 2.5) emissions
Upon receipt of written TD from the WACOR, the Contractor shall assess and evaluate the technical feasibility and details, costs, resources and time needs for expanding present WARM emissions beyond GHGs such as CO2, CH4, N20, and PFCs to include PM2.5 and NOx; and shall produce a working paper (10 - 12 pages) covering this assessment.

References
U.S. Environmental Protection Agency, Office of Resource Conservation and Recovery. 2016a. Documentation for Greenhouse Gas Emission and Energy Factors Used in the Waste Reduction Model (WARM). https://www.epa.gov/sites/production/files/2016-03/documents/warm_v14_background.pdf

U.S. Environmental Protection Agency, Office of Resource Conservation and Recovery. 2016a. Documentation for Greenhouse Gas Emission and Energy Factors Used in the Waste Reduction Model (WARM) – Organic materials chapters. https://www.epa.gov/sites/production/files/2016-03/documents/warm_v14_organic_materials.pdf

U.S. Environmental Protection Agency, Office of Resource Conservation and Recovery. 2016c. Documentation for Greenhouse Gas Emission and Energy Factors Used in the Waste Reduction Model (WARM) - Containers, Packaging, and Non-Durable Good Materials Chapters.

https://www.epa.gov/sites/production/files/2016-03/documents/warm_v14_containers_packaging_non-durable_goods_materials.pdf

BTS (2013). Commodity Flow Survey Preliminary Tables. Table 1: Shipment Characteristics by Mode of Transportation for the United States: 2012. Washington, DC: U.S. Bureau of Transportation Statistics, Research and Innovative Technology Administration. Retrieved from http://www.rita.dot.gov/bts/sites/rita.dot.gov.bts/files/publications/commodity_flow_survey/2012/united_states/table1.html.

U.S. Environmental Protection Agency, Office of Transportation and Air Quality. 2016. DEQ.

PROJECT REPORTING

Monthly Status Report

The Contractor shall provide monthly status reports in accordance with the Monthly Progress Reports contract clause. The monthly status reports shall track the progress on each of the WA tasks.

End of Project Period Status Report

At the end of the project period, the Contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Timeframe/Date
1a.i.	Development of draft transportation emissions factors per Task 2.a.i.	Within 8 weeks of technical direction
1a.ii.	Development of draft transportation emissions factors per Task 2.a.ii	Within 10 weeks of technical direction
1.a.i	Final submission of transportation emissions factors per Task 2.a.i.	Within 4 weeks of receipt of written WACOR comments
1.a.ii.	Final submission of transportation emissions factors per Task 2.a.ii.	Within 6 weeks of receipt of written WACOR comments
2.	Draft feasibility paper	Within 12 weeks of technical direction
2.	Final feasibility paper	Within 4 weeks of receipt of written WACOR comments

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows: One copy in electronic format to the WA COR and PO

The following applies to all tasks under this effort unless otherwise specified by the WACOR.

The Contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum – the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WACOR.

Inspection and Acceptance Criteria

The WACOR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WA COR.